

## Internet Acceptable Use Policy

### Intent:

Policy abides by requirements of Pennsylvania legislation Act 197, also called the Pennsylvania Child Internet Protection Act. More information, and the full language of the law, may be found at <http://www2.legis.state.pa.us/WU01/LI/BI/BT/2003/0/HB2262P4781.pdf>. Policy also uses language as defined by this Act.

### Introduction

It is the policy of Punxsutawney Memorial Library to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.

### Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Punxsutawney Memorial Library online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Neighborhood Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) access by minors to inappropriate matter on the Internet and World Wide Web; (b) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (c) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Any violation of library policy and rules may result in loss of library-provided access to the Internet. Additional disciplinary action may be taken in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

### Acceptable Computer Use Guidelines:

1. All users must print their first and last name to sign up for a computer before using it.
2. Library staff may request a user to terminate his or her use of a computer at any time. Library staff may revoke computer use privileges or library use privileges at any time in consequence of improper computer use.
3. Users may use a computer for one half hour at a time, up to an hour a day. Users are welcome to use the computers for a longer period if there are no other users waiting for a computer.
4. All public use computers are equipped with software which prevents inappropriate content from being viewed. If an adult or minor with consent form finds that this software prevents bona fide research, he or she may request that the software be disabled during their research session. However, policies barring the viewing of inappropriate content, as defined in Pennsylvania Act 197, still apply.
5. All public use computers are equipped with software that will removes all public users' files or changes upon restart. Users are encouraged to back up and save their work on portable storage such as disks or USB flash drives. The Library is not responsible for any work lost on public computers.
6. There is a posted charge for printing from public computers.
7. Library staff does not instruct individuals on the use of the Internet or other computer programs.
8. In order to use the Internet from the Library's public computers, a minor under the age of 18 years of age must have a permission slip signed by a parent or legal guardian in the presence of Library staff.
9. Library computers and Library internet service are accessible to the public in a public place. The Library is not responsible for personal information being compromised. We urge all users of public computers to take steps to preserve private information.

### Minor Computer User Agreement

As the parent or legal guardian of \_\_\_\_\_, I grant permission for my child to access networked computer services such as the Internet. I understand that both the user and the parent/guardian may be held liable for violations as set down in the rules for computer usage at the Punxsutawney Memorial Library.

PRINT NAME OF USER \_\_\_\_\_

USER SIGNATURE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

ADDRESS OF ABOVE \_\_\_\_\_

TELEPHONE OF ABOVE \_\_\_\_\_

DATE OF BIRTH OF USER \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

This agreement will remain in effect unless cancelled by the parent/guardian, or by the Library due to a violation of the user rules.