

Internet/Wireless Hotspot Use Policy

The Graves County Public Library provides resources to meet the informational, recreational and educational needs of our customers, which includes access to the Internet, under the guidance of the Director and the Library Board of Trustees.

The Internet is not a regulated or secure source. The library is not responsible for the material posted on the Internet. Information found on the Internet may not be current or reliable; it may be inaccurate, biased, and unavailable at times. Library patrons use the Internet at their own discretion.

Internet users should be advised that security is technically difficult to achieve, and we caution you to take care with all electronic transactions. Your files and personal information might become public, stolen, or abused by disreputable companies or persons operating on the Internet. For your own safety, the Graves County Public Library recommends that you do not give out personal information or credit card numbers while you are using public access computers.

Materials on the Internet may be unsuitable for viewing by children. Parents are responsible for monitoring and supervising their children's use of the Internet. The Library complies with the Children's Internet Protection Act by providing filters on the Internet. Filters provide some protection for children, but they are not entirely safe. Any adult requesting filters be turned off, may request it of the library staff.

Every person must agree to abide by the Library's Internet Policy and Internet Use Agreement and Rules (below). Violations of the Internet Use Agreement and Rules or Internet Policy may result in loss of computer privileges, and may be prosecuted.

Please take **Cell phone calls** in the front lobby to avoid annoying nearby library users.

INTERNET USE AGREEMENT AND RULES

The Graves County Public Library is committed to provide responsible access to the Internet services to all patrons by creating the following rules:

- Children under the age of 12 must have an adult next to them at all times while they use a computer. If a child is underage they will not be able to access the computer without a staff override (they must come up to the desk for an override). Parents, not the library, are responsible for material accessed on the internet by a child.
- Internet/computer users must have a current library card and be in good standing (i.e. no over dues, no outstanding fines, and exemplary conduct). Computer use is a privilege and carries responsibilities on the part of the user. Any violation of the Policy or Rules will forfeit computer use, as well as sitting with friends while they are at the computers. If a patron does not have a library card they may be logged on as a guest if they can show ID to library staff. Internet use is on a first-come, first-served basis. No appointments or telephone requests.
- You must know how to use the internet. Library staff cannot provide one on one training for the computer. We may however be able to offer searching suggestions and answer many different questions as long as it doesn't involve staff accessing patron's personal information.
- Only two people at a computer at one time. Any disruption of the library may terminate your computer/internet privileges. Patrons may only access the computer for two hours a day. If a patron is working on school or anything involving a job search they may have their time extended by library staff at their discretion.

- You cannot copy, save, download or print from the internet unless it specifically states it may be reproduced. Copyright permission must be clearly stated on the information to be downloaded. Users are responsible for obeying copyright laws!
- Please only save documents to the desktop or to a flash drive (we have flash drives for sale at the desk for \$3). This is the only way for patrons to email items to themselves so they can work on them at a later date. Everything saved on the computer is erased at the end of the night so do not expect saved material to be accessed the next day, a week from now... or a year from now.
- Computers will automatically shut down 20 minutes before the library closes. The computer will warn the user 10 minutes before they shutdown. Please allow enough time for printing, saving, etc., to avoid losing all files or work.
- You may not have any food or beverages when you are at our computers. You may leave them with staff at the desk and pick them back up before you leave.
- If for any reason, library staff requests that you cease a function on the computer, please do so. Failure to comply will result in loss of privileges! Patrons must read and agree to abide by the Library's Internet Policy and the Rules & Regulations before using the Internet computers
- Site blocking or filtering software may be installed on the computer system to comply with the Children's Internet Protection Act (CIPA). To ensure child safety children under the age of 12 must have a parent or legal guardian present, and in attendance with them at all times, to use the computer for Internet use and other available programs.

INTERNET/COMPUTER USE BY MINORS

Parents or Legal Guardians will be responsible for the following:

- (1) Monitor their child's access to inappropriate matter on the Internet and World Wide Web. The Library cannot control sites that children may select on the Internet, and staff cannot act in place of a parent to do so;
 - (2) Supervise the safety and security of minors when using electronic mail and other forms of direct electronic communications;
 - (3) Prevent unauthorized disclosure, use, and dissemination of personal identification information;
 - (4) Prevent minor's unauthorized access, including "hacking", and other unlawful activities while online;
 - (5) Avoid minor's access to materials harmful to them by monitoring all internet use.
- If an adult requests a site be opened that is blocked, staff may unblock the site for you. You understand that viewing images harmful to minors or displaying obscenity is still covered by the Kentucky statutes KRS 531.010(1) (c) (4) and KRS 531.030(1) (b). Violators will lose computer privileges, and may be subject to prosecution.
 - Any damage or misuse of the computers, the Internet, the network equipment, wiring, or software programs may result in loss of computer access. Computers may not be used to send out unsolicited advertising, nor used to harass, libel or slander others. The law may prosecute any user distributing harmful computer viruses or other harmful programs, messages, or emails.
 - In accordance with the Library's mission, no user may display obscene materials either privately or publicly to a minor or an adult on the library's computers, nor send or receive it through emails, chats, or other transactions. KRS 531.020(2) (c) (4) prohibits the public display of obscene

materials. Violations may be punishable by law and may result in loss of computer privileges. The first time caught viewing obscene material, the patron will be warned and their internet session shut down. If caught again, the patron will be banned from library computer use for three months. After probationary period, if patron views obscene material again, they will be banned from computer use at the library indefinitely. You may appeal your case before the Library Board at a time scheduled by the Director.

- The Graves County Public Library is not responsible in any way for any loss or damage you may suffer as a result of using the public computers. This includes interruptions to or loss of work due to electrical malfunctions.
- Limits and Reservations:

The Library uses automated time-keeping software to track the use of its public computers. A valid Graves County Public Library card is required to access this system. A temporary card number may be generated for patrons who are not eligible for a Graves County Public Library card.

Wireless Hotspot

The library's wireless network is not secure. Information sent from a laptop can be captured by anyone with a wireless device and appropriate software within three hundred feet.

Library staff may provide limited technical assistance and no guarantee can be provided that patrons will be able to make a wireless connection.

The library assumes no responsibility for the safety of equipment or laptop configurations, security, or data files resulting from connection to the library's wireless network.

The library is not responsible for stolen equipment. Please do not leave your electronic devices (e.g. laptops, tablets, phones, etc.) unattended in the library.

These Rules & Regulations govern all library users and you must agree to abide by them and the Internet Policy before using the library's computers. Violators may forfeit all computer use privileges. Appeals may be made to the Director by appointment, or to the Board of Trustees at a scheduled meeting.

Revised: 2-9-17

Revised: 4-24-17