COMPUTER & INTERNET POLICY

All patrons using the Internet workstations at the Presque Isle District Library must agree to abide by the following rules promulgated by the Library. Copies of these regulations may be obtained at the reference desk. Failure to abide by these rules may result in denial of Internet usage to the patron at Presque Isle District Library.

1. Use of the Internet workstations is on a first-come, first-serve basis unless special arrangements are made in advance. Those using the station may do so for up to two hours (one hour during high use periods), but agree to relinquish use of the workstation upon request. Workstations must be checked out at the Circulation Desk of each library location prior to using the workstation. All users who do not possess a current patron card must present proper identification at the time. Distance education students will not be asked to surrender their workstation if they are actively participating in an online class. Any patron refusing to relinquish use of the workstation to the Library staff may be subject to denial of future workstation access at the Presque Isle District Library.

2. Patrons may not use the Library's email account for sending or receiving their own email. Patrons may send and receive email at the workstation, but they must have their own email account established at their residence or at a website such as Gmail, Yahoo, or other similar online services.

3. Patrons may not download information onto the hard drive of the Library's workstation. Downloading onto flash drives is allowed only with prior permission and after the flash drive has been scanned for viruses by an employee. Flash drives must be scanned each time they are used.

4. Internet and computer workstations at the Presque Isle District Library are intended for independent patron use. Library staff members are available to help first-time users; however, it must be kept in mind that staff members are not necessarily familiar with every source of information on the Internet, due to the fluid nature of the Internet. Because of many and varied duties, Library staff members may not be available to assist patrons in extended searching or with the use of certain software. If you are a first-time user, it may be to your advantage to set-up an appointment with a staff member prior to coming to the library so that we will be more likely to assist you. Please note, however, that calling ahead will not assure a patron extended (more than 15 minutes) assistance with a computer or certain software.

5. It is important to note that patrons may not always be able to access the materials or sites needed on the Internet whenever they desire. Some of the reasons for limited access may include:
    a. Restricted access at the host site. This may require users to purchase special memberships or accounts to use a particular site. (Presque Isle District Library does not have authority or control over these restrictions.)
    b. The host site may have moved or be temporarily closed for repairs or for some other reason.
    c. The Library's Internet connection may be temporarily inoperable due to technical difficulties.

6. Presque Isle District Library provides paper for printing from the Internet. The first two pages of printed material (excluding graphics) will be provided at no charge. Each page after the first two will be charged to the patron at the rate of $.25 per page. All large graphics will be charged $.50 per page.

7. Use of the Internet must be for appropriate purposes only. Patrons who violate this section of the rules will be asked to relinquish use of the workstation by Library staff and must do so immediately, or be subject to denial of future Internet access at the Presque Isle District Library. Examples of unacceptable use include, but are not limited to:
    a. Harassment of other users within the library, or other online users.
    b. Destruction or damage to equipment, software, or data belonging to Presque isle District Library.
    c. Disruption of electronic communication.
    d. Unauthorized use of copyright protected information.
    e. Any attempts at "hacking" into any computer system or database.
    f. Planting or attempting to install a virus on the system, or sending viruses to other systems using the Library's computers.
    g. Violating any of the rules of Presque Isle District Library.
    h. Downloading, viewing, or providing illegal material, especially pornography as defined by any laws of the State of Michigan, local, or federal laws.
    i. Performing any illegal activity or act of fraud while using the Library computers.
8. It is important that parents of minor children realize that it is ultimately their responsibility to guarantee the safety of their own children while they are within the library. Our staff and Board of Trustees are concerned about the safety of its patrons, and thus we will make every effort to provide a safe, friendly, family-oriented environment. Filtering will be provided in accordance with CIPA, on all public computers. However, filtering does not guarantee that children will not be able to view certain images on the Internet. Filters are not 100% safe and have been known to black out appropriate sites

and allow inappropriate sites to be viewed. It is, again, the fundamental responsibility of the parent or guardian to monitor their minor child's Internet usage and their interaction with others within the library or while using the Internet. Our staff will make every effort to protect unattended minors from harm or inappropriate materials while they are in the library. Please be aware that staff members are busy and do not have the time to watch all minors, all of the time, while they are online or using library computers or within the premises of Presque Isle District Library.

9. Any parent or guardian wishing to prevent their child from using the Internet, whether filtered or unfiltered, must indicate this on their application card. It is important to repeat, however, that filtering software does not guarantee their child's safety and the best assurance of a child's safety is for the parent or guardian to be present during Internet use of their minor child. Information about filtering and filtering software will be provided, when possible, within 48 hours upon request at the Circulation Desk of your local library.

10. No one will be allowed to begin a new session within one half hour of closing time at any location of the Presque Isle District Library. All patrons will be asked to surrender their Internet workstation within 15 minutes of closing. Any patron refusing to relinquish use of the workstation to Library staff may be subject to denial of future workstation access at the Presque Isle District Library.

11. No devices of any kind may be added to or used with any workstation without prior approval by the library branch manager.

12. Personal laptop computers may be used within the library and are subject to the above same rules and safety regulations.

Adopted: October 12, 2016