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COMPUTER, LAPTOP, AND INTERNET USE POLICY

GENERAL

All usage of Internet, desktop computers, and laptops is governed by the Avon Free Library Patron Code of Conduct.

The library provides access to the Internet to assist library users of all ages. Desktop computers with access to the Internet and printers are available on the main floor. Laptop computers with access to the Internet may be checked out for use in the library from the circulation desk.

Users of computers, laptops, and internet resources should be mindful of other library users. Excessive noise or other disruptive use may result in curtailment of computer privileges.

Library staff may ask users to cease computer or laptop usage due to concerns about misuse or potential damage.

Any problems, damages or other harm to desktops or laptops should be reported to a library staff member immediately. Equipment that is left in a damaged condition may result in a bill for the full replacement cost.

The library is a family setting, and Internet users are expected to exercise good judgment and good taste in their use of Internet resources.

Printing is available from both laptops and desktops and may be collected at the main floor circulation desk. There is a charge (refer to the circulation desk or user services pamphlet for current costs).

Laptop and desktop users should possess basic computer usage skills. Library staff are available to provide limited assistance but cannot provide technical support for software, hardware issues, or network connection errors.

Library desktops and computers are not intended for long term data storage. Any files saved or downloaded to these machines will be purged at the conclusion of the user's session. Library computers and laptops do not have external drives and it is the responsibility of the patron to bring a storage device (e.g. flash drive) if needed.

The library supports the American Library Association's Bill of Rights, including those that deal with intellectual freedom, as well as the First Amendment of the Constitution of the United States.

DESKTOP COMPUTERS

Any registered Avon Free Library patron may use the desktop computers. After carefully reading this policy, the Acceptable Use/ Internet Safety Policy, and the User's Guide, the User's Agreement must be signed. Those under the age of 10 must have an adult who has signed the agreement with them at the computer at all times. Those under 18 must also have written parental permission for computer and Internet use. A Guest Pass may be provided to visiting patrons at the discretion of the staff.

LAPTOP COMPUTERS

Loan of a library laptop is restricted to patrons with a valid library card. Patrons wishing to check out a laptop must read and acknowledge laptop borrowing policies and leave photo identification with the circulation desk. Those under the age of 10 must have an adult with them at the laptop at all times. Those under the age of 18 must have written parental permission for computer and Internet use.

Laptops circulate on a first-come, first-served basis. Reservations are not allowed. Laptops may be checked out for up to one hour. After the first hour, usage of a loaner laptop may be extended if no other individual is waiting.

Laptops must be returned to the circulation desk at the conclusion of the session and no more than 15 minutes before the library closes. Identification will be returned to the user when the laptop has been checked in.

Laptops may not under any circumstances be removed from the building. Laptops may be used in any part of the library except hallways and restrooms. Laptops must not be left unattended; if a user needs to leave their work area for any reason, the laptop should be left at the circulation desk.

Wireless printing is available and may be collected at the main floor circulation desk. There is a charge (refer to the circulation desk or user services pamphlet for current costs).

WALL-MOUNTED MONITORS

The wall-mounted monitors in the tween booth, the small study room, and the large meeting room are available to users of these spaces.

Because all monitors are in publicly-viewable areas, any media accessed on the screen must be all ages appropriate. Members of the library staff may request disconnection of the monitors or curtail usage for inappropriate content.

Monitors should be used on the lowest possible volume or with headphones, which may be checked out from the service desk.

Duration of usage of monitors in the study and meeting rooms are governed by the library's Space Usage Policy.

Duration of usage of the monitor in the tween booth will be limited to one hour and may be extended by one additional hour if no other patrons are waiting.

Any minor wishing to access the internet through a smart TV or monitor must first have approved internet access on their library account.

DISCLAIMERS

The library is not responsible for any damage or loss of data resulting from the use of its computers. The library has no control over the availability of network access or inability to connect to any site due to excessive traffic on the Internet, or the availability of information links, which change frequently. The Avon Free Library is unable to control or monitor the content of the materials on the Internet, which is an unregulated medium. Library patrons use the Internet at their own discretion.

It is the policy of the 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; and (d) comply with the Children's Internet

Protection Act (Pub. L. No. 106-554 and 47 USC 254 (h)). Key terms are as defined in the Children's Internet Protection Act.

The Avon Free Library does not condone, nor will it tolerate the use of library computer resources to break any law, including, but not limited to, the Telecommunications Decency Act: "Whoever in interstate or foreign communications by means of a telecommunications device knowingly makes, creates, or solicits, and initiates transmission of, any comment, request, suggestion, proposal, image, or other communication which is obscene, lewd, lascivious, filthy, or indecent, with the intent to annoy, abuse, threaten, or harass another person:...shall be fined under Title 18, United States Code, or imprisoned not more than two years, or both." Computer resources may only be used for legal purposes.

The library affirms that it is primarily the responsibility of the parent, not the library, to monitor their child's use of the library materials, including Internet access. To the extent possible, library staff will supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act.

Approved by the Board of Trustees June 3, 2002

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