

Aitkin Library Computer/Internet Use Policy BY USING A COMPUTER PATRONS ACCEPT THE LIBRARY'S POLICIES

As an informational institution, the library's foremost priority is to provide technological access for educational and informational purposes.

User Responsibilities

1. If under 18, patrons must have parent sign the Parent/Child Internet Filtering Agreement before using a library computer for the first time.
2. Patrons must sign up at desk each time before using a computer.
3. **Users are limited to 30 min. if someone is waiting. Each patron may use the computer a limit of 3 times per day.** More time may be granted at the discretion of the librarian. Exception: One computer will be designated as an **Express Computer** for people who need to use a computer/Internet for a brief period of time. The time limit will be 15 minutes on this computer and may not be extended.
4. **First-time users for that day shall have priority over second and subsequent users, etc. Priority shall be granted to second-time and additional uses according to the following order: 1) Educational and informational use. 2) Email, Games, and other permitted uses.**
5. No more than 2 people per computer are allowed.
6. **Printing copies will cost \$.10 per page.**
7. Patrons agree to avoid damaging or altering the setup of the computer equipment.
8. **Patrons may not save material to the hard drive.**
9. Because of the risk of spreading viruses, installation of software is prohibited.
10. Patrons must abide by all copyright laws and not duplicate any software on library computers.
11. Email is allowed for users who have their own account. The library will not provide email accounts or allow use of its account.
12. The user is responsible for charges incurred by accessing fee-based services and must NOT enter the library's name at these sites.
13. Users agree to refrain from illegal use of the Internet, including copyright violations, unauthorized access, hacking, and unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
14. Patrons agree to refrain from sending, receiving, or displaying child pornography and text or graphics that may be reasonably construed as obscene or sexually explicit and harmful to minors as defined by law.

Role of Library Staff: Library staff cannot provide in-depth training on computers, but may be available to answer quick questions.

Definition and Content of Internet: The Internet is an international electronic network of computers linked together by telecommunications. The Internet may contain material which is not accurate or current, or which some may regard as controversial. The library has no control over materials found on the Internet.

Internet Filtering

To meet the legal requirements of Michigan Public Act 212 of 2000 and the Federal Children's Internet Protection Act (CIPA), the library filters all its computers with Internet access as a "method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors.". **Parents should note, however, no filtering system is totally effective.** The library cannot assure that a child will not purposefully or inadvertently access inappropriate materials. It is the parents' responsibility to monitor their child's use of the Internet. Parents should inform their children about sites they consider appropriate for them and warn them against disclosing personal identification information.

As required by law, adults age 18 and older may ask to have the filter turned off when necessary to access websites for lawful purposes. All library policies must still be followed, and staff may ask for ID as proof of age. Because the library is in a public area, we ask you to respect other library patrons around you and consider this before accessing potentially controversial material. The Library reserves the right to ask an individual to discontinue a display of information and images that causes a disruption.

No filtering system is totally effective. Users must abide by all library policies, regardless of whether a site is filtered or not.

****By using the computer, I agree to the above conditions and understand that my right to use the library's computers may be terminated if I violate these rules.**

Child's Name: (Printed CLEARLY)

Birth Date _____ City/Township _____

Phone # _____

Parent's Name (Printed) _____

Parent's Signature _____

Date: _____