

Internet Use Guidelines

Introduction

Internet access computers are normally available, subject to periodic maintenance, from the opening of the library until 10 minutes before closing.

Patrons must have an Allen (or Plano) Public Library card and register that card in the computer system.

Internet computer use is available for one hour, on a first-come, first-served basis. If no one is waiting for a computer, users may normally sign on again for an additional hour, but time may be limited in certain circumstances at the discretion of library staff. There is a two hour limit per person per day.

Patrons may save files to a disk or CD or print needed information; prints disks and CDs may be purchased at a minimal cost. Disks or CDs brought in by patrons must be scanned for viruses before use. Patrons must not install, download, or modify software on library computers, or attempt to change the library computer settings.

Acceptable Computer Use

Internet computers are often used to access email accounts, chat rooms, and other sites which display personal information. Computer users are responsible for logging off at the end of their session to protect that information, and are expected to respect the privacy and confidentiality of other computer users.

Materials obtained on the Internet may be covered by laws protecting those works from unauthorized copying or reproduction. Internet users are individually responsible for compliance with all such laws and licensing agreements.

Internet Access for Children

Children ages 4 through 12 may use the filtered Internet workstations in the children's department with parental permission. Children ages 11 through 12 with parental permission may also use the filtered Internet workstations located in the teen room. Those under age 9 must have parental supervision during their Internet sessions.

Minors from age 13 through age 17 may use the unfiltered Internet workstations in the adult area without the presence of a parent or guardian only if their parent or guardian has given permission in person on the minor's library card application.

Misuse of Internet Computers

Misuse of the library's Internet computers may result in the loss of computer privileges, potential loss of library privileges, and possible prosecution. Misuse includes, but is not limited to, the following:

- * Using the computer for any illegal activity
- * Accessing illegal materials or materials defined by federal or state statutes as "harmful to minors"
- * Accessing materials that by local community standards would be considered objectionable
- * Hacking into the library's computer system or any other computer system
- * Damaging or attempting to damage computer equipment or software; altering or attempting to alter computer settings
- * Interfering with systems operation, integrity, or security
- * Gaining unauthorized access to another person's files
- * Sending unsolicited advertising, obscene, threatening, libelous or slanderous material, or harassing messages

Revised November 2003