Orange County Acceptable Internet and Computer Use Policy

All library patrons wishing to access the Internet from a library workstation will be required to read the following policy in web page format before access will be provided.

Reservations: All individuals wishing to use a library computer of any type for Internet access must obtain a reservation, either from library staff at the main desk, or from the self-service station. Patrons must have a library card to make a self-service reservation. Patrons who owe fines or whose cards are blocked will be unable to make a self-service reservation until their account is clear. *Any patron whose library account is blocked for any reason will be unable to use the library's computers other than for children's games until his/her account is restored to a good status except by permission of the staff member in charge.*

Visitors from outside our service area need to have a staff member make a reservation (Internet) for them. Residency outside our service area will be confirmed by checking a photo ID, before use can be granted for anything other than children's game computers. Our service area encompasses Orange County and all of the adjoining counties. Persons who are unable to document residency sufficiently to receive a regular library card may be issued in-house use only library cards to allow them access to library computers.

The reservation system provides us with usage statistics and allows for equitable access for all residents. Internet use is limited to a maximum, with time extensions of 200 minutes per day. Reservations can be made up to two days in advance either in person or over the telephone. If a computer is free, a reservation may be made at that station for immediate use. Anyone using a reservation will lose his/her reserved time if they have not logged onto their session by 5 minutes past the scheduled start time. If multiple successive reservations are made, each one has its own 5 minute grace period. Sessions can be extended by the user for a maximum of 20 minutes if there is an available computer which has no upcoming reservations. Terminals will issue 3 warnings when time is about to expire. At the expiration of the session, the computer will automatically log the user off. Staff may immediately terminate the session of anyone not following the guidelines of this policy.

The Main Library provides one station dedicated to employment use which offer one hour sessions and one station dedicated to educational use that offers two hour sessions. Wilderness Branch and the Gordonsville branch both provide one station offering two hour sessions for educational use.

Use by Minors:
Minors (patrons under the age of 18) may use a filtered Internet terminal upon request unless their parent or legal guardian has specifically requested in writing that we deny them access. Parents/guardians may use the library card application to make their Internet use preferences known. Preferences will be kept on file at the branch where they are received. Minors under age 10 from outside our service area may only access the

Internet if accompanied by a parent or legal guardian. Minors over age 10 from outside our service area may access the Internet on their own once their out of area status is demonstrated by an accompanying by a parent or legal guardian. Age and permission status will be verified by our online system at the time the reservation is made or pass given.

Time Restrictions: **Use is limited to two hours per day unless exception is granted by the staff member in charge.** Persons needing additional time for a school project or other special use should make their need known to the library staff so that accommodation may be made if resources are available. In addition, the reservation system may grant users additional time if there are free computers which do not have reservations.

Printing: Black and white pages may be printed at a cost of 15 cents per page. Color pages may be printed at a cost of 50 cents per page. These charges help to defray the cost of supplies.

Mission: It is the goal of the Orange County Public Library to "offer services and materials in appropriate technologies so that patrons of all ages will have access to the information required to meet personal, educational and professional and entertainment needs." Providing access to the Internet helps our library provide a vast amount of additional information to meet patron's needs. These computer terminals are not to be used for illegal, unauthorized or unethical purposes.

Equipment: Orange County Public Library provides computers for public use. Available equipment varies by location and includes Pentium Core 2 or better computers running the Windows XP or Windows 7 operating system. Applications software is provided for word processing, spreadsheets, presentations, children's edutainment, and reference use. Most workstations also offer Internet searching, access to the library homepage and the library's subscription databases.

Disclaimers: The Internet is a global electronic network and there is no single governmental body that controls its users or content. Orange County Public Library cannot control either the availability or accuracy of information links which change rapidly and unpredictably. Not all sources on the Internet provide accurate, complete or current information. Users need to be good information consumers, questioning the validity of the information.

The Orange County Public Library is not responsible for damage to a patron's disk or computer or for any loss of data, damage or liability that may occur from patron's use of the library's computers.

Protection of Minors :

The Internet does contain some controversial material. Orange County Public Library cannot restrict access to all potentially offensive World Wide Web resources or protect users from offensive information or images.   Orange County Public Library is not

responsible for visitations to web sites or information received from a Web site. Orange County Public Library filters only to the extent required to comply with the Children's Internet Protection Act and this filtering may not prevent access to all material that may be deemed objectionable. Such filtering is necessary to receive federal funds. Parents of minor children must assume responsibility for their children's use of the Internet. Parents **may** specify whether the child may use the Internet only in their presence, only with an accompanying adult or on their own and unsupervised. This can be done when applying for the child's library card or at any time by requesting a change to the minor's record. The record will consist of either a permission slip on file with the minor's library card application at the branch where it is presented or the library card application itself. **If a parent does not specify otherwise, all children will be allowed unsupervised Internet access.**

Parents and children are encouraged to visit online at http://www.netsmartz.org/Parents for more information about using the Internet safely provided by the National Center for Missing and Exploited Children.

Acceptable Internet Use

Use of the library's computers is a privilege and not a right. All users are expected to use the computers in a responsible manner, consistent with the educational and informational and entertainment purposes with which they are provided. Any user not complying with the following guidelines for acceptable use may have his/her privilege of use suspended or completely revoked. Illegal acts involving library computing resources may also be subject to prosecution by local, state or federal authorities.

Revocation of privileges shall follow this schedule:
For minor infractions (more than 2 at a computer, noise) the patron shall be   asked to leave and denied access for one week. If a second offense should occur, the patron's privileges will be denied for one month. In the event of a third offense, the patron will lose privileges for 6 months.

For serious infractions (inappropriate content [not porn but things such as language or suggestive images] visible to others, refusal to log off after multiple requests, the loaning of one's card to another or use of another person's card after a warning) the patron shall be asked to leave and shall be denied access for one month. If a repeat offense should occur, the patron will lose privileges for 6 months. In the event of a third offense – privileges will be permanently revoked.

For major infractions (viewing porn, sending spam, hacking, damaging equipment) the user shall be asked to leave and lose his/her privileges permanently.
> **Any infraction not itemized here shall be assessed a revocation in privileges as determined by the staff member in charge in the facility where the infraction occurs. The patron will be informed of the duration of their loss of privileges and the information will also be noted in his/her patron record.**

Because our computer terminals are located in public areas that must be shared by library

customers of all ages, backgrounds and sensibilities, users are asked to respect the sensibilities of others when accessing potentially offensive information and images.

The library does not provide comprehensive instruction in computer use; assistance with Internet searching and software applications by library staff is only available on a "as time permits" basis. How-to books are available near the computers at each branch to assist customers.

Use is limited to groups of no more than 2 persons per workstation.

The library does not offer e-mail accounts or instruction on obtaining them but you may download from your private web-based e-mail account (e.g.: gmail, hotmail) if you know the address.

Software or files may not be loaded or downloaded from the Internet onto the library computers' hard drives, downloading to flash drives or recordable CD is allowed. The Main Library offers flash drives for sale courtesy of the Friends of the Library

Minors may not access, upload, download or otherwise distribute or knowingly receive any material that would be considered harmful to minors according to the Children's Internet Protection Act.

Users may not access, view, print, upload, download or otherwise distribute or knowingly receive any form of pornography.

Users shall not transmit obscene, abusive or sexually explicit language. Staff may terminate sessions of anyone engaging in this behavior.

Users may not illegally copy or distribute electronic materials (including text, images, programs or data) in violation of U.S. Copyright law (Title17, U.S. Code)

Users shall not use the library's Internet connection or computer equipment to violate any local, state or federal statute.

Users shall not seek unauthorized access to this or any other computer system, or vandalize, damage, or alter the software/hardware components of any network or database using the library's computing resources.

Users shall not attempt to access features blocked by the library's computer security settings. Those attempting to do so may be asked to stop their use of the computer immediately or staff may terminate their sessions.

Users may not bring in their own software or use circulating library software to use on the library's computers. The only exception to this is read-only CD-ROMs or files on USB drives, such as tutorials, which play but do not install files on the hard drive.