**Internet Use Policy**

The Cedar County Library District (CCLD) is providing access to the Internet to enhance the information and learning opportunities for the citizens of the library's service area. The Internet use policy has been established to ensure appropriate and effective use of this resource.

A computer is available to patrons on a first come, first-serve basis. Instructions for operating hardware are displayed near the computer. There is no charge to Cedar County Library District residents or valid card holders for use of a computer. To make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is one (1) hour, cumulative to two (2) hours per day. Library staff is available for general assistance in using a computer. However, staff is not expected to train patrons in the use of application programs.

Access to the Internet is available to all users; however, this service may be restricted at any time for use not consistent with the guidelines.

Parents of minor children must assume responsibility for their children's use of the library's Internet service.

CCLD through MORE net, our Internet provider, provides connections to all kinds of global information, services, and networks. This is not the same as selecting and purchasing materials for the collection. Some electronically accessed information may **not** meet CCLD Collection Development policy. CCLD does not have control over the information accessed through the Internet and cannot be held responsible for its content. Patrons must adhere to CCLD’s Acceptable Use Policy, which is on the splash page of each public computer and also on the Wi-Fi. Paper copies may be requested from the front desk.

The patron agrees to the following rules and regulations:

* The patron does not attempt to change or gain access to files, passwords, or data belonging to others including the setup, the configuration of any software, or hardware.
* The patron does not corrupt, damage, or otherwise compromise the library’s equipment or software. The user is responsible for adhering to Federal, State, and local laws pertaining to the use of the computers and computer resources.
* The patron does not download software files to any kind of storage devices. The user cannot bring storage devices from home to use. The library has storage devices available and can assist patrons.
* The patron will have 1 hour time limit for use of the computer including printing. The same patron can only use a computer for a maximum time of 2 hours per day. Extra time may be granted for school projects, not for game playing.
* The patron cannot **deliberately** send, receive, or display text or graphics, which may reasonably be construed as obscene, **which is in violation of current law (Missouri Revised Statutes 573.010, Section 573.060).**
* The patron will pay $0.10 per page, and $0.50 for color per page for all pages that are printed.
* The patron may have only one person at the computer with him.

CCLD is not responsible for damage to personal devices, or for any loss of data, damage, or liability that may occur from user’s use of the library’s computer or internet.

The director of Cedar County Library District can deny computer access for due cause.

**E-Readers:** Patrons who bring e-readers to the library must not expect the staff to know everything about every device. However, the staff may help patrons with the devices/software with which they are familiar. The staff must ask permission of the patron before touching the e-reader or making changes to it. The staff should use every caution while handling patron’s e-readers so that no damage occurs. If staff is unsure of situation, use pointer and guide the patron to access the device. We must encourage patrons to use their e-readers and provide assistance as needed. Internet connectivity (wired/wireless) is available at the library and will be necessary for downloading to e-readers.

**Policy for Limiting Access to Material that is PORNOGRAPHIC for MINORS**

It is the policy of Cedar County Library District to restrict minors from gaining computer access to material that is pornographic for minors in accordance with Sections 182.825 and 182.827, RSMo. Key terms are defined in Section 182.825, RSMo.

All public access computers shall be equipped with software that limit minor’s ability to gain access to material that is pornographic.

Cedar County Library District has purchased licenses for Netsweeper filtering software for all computers from MORENET.

It shall be the responsibility of the staff of the Cedar County Library District to supervise and monitor usage of the public access computers in accordance with this policy and Sections 182.825 and 182.827, RSMo.

**Cedar County Library District Acceptable Use Policy**

All electronic traffic originating from the Cedar County Library District (CCLD) connection shall be in accordance with these Acceptable Use Standards. Failure to abide by these standards may result in the loss of internet, computer, and Library privileges. The director of the CCLD can deny Internet access for any due cause. Wireless Internet (Wi-Fi) is provided throughout the library. The CCLD Internet and Wireless Acceptable Use Policy applies to all devices connected to the library network. The library is not responsible for any data loss or loss of privacy users may incur because of logging into or using our Wi-Fi network.

Acceptable Use

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational and informational purposes for which they are provided. It is unacceptable to use the library’s computer systems and Internet resources for any purposes that violate the law or library policies.

Use of the Library's resources and services shall be guided by the following principles:

* Respect for the privacy of others.
* Legal protection provided by copyright and license to programs, data, and intellectual property.
* Security and function of systems, network devices, and Library services used by other patrons.
* Compliance with Library policies.

Unacceptable Use---It is not acceptable to use the CCLD computers for:

* Any purposes which violate U.S., state, or local laws.
* Transmitting threatening, obscene, or harassing materials, including the use of profanity or offensive language or any activity which is deliberately and maliciously offensive, libelous, or slanderous.
* Distribution of unsolicited advertising.
* Tampering with, destroying or damaging equipment, software, or data belonging to the library. Disconnecting library equipment, including monitors, network cables, and electrical cords. Intentional or unintentional disruption of network users, services or equipment, harm to other computer systems, including excessive bandwidth utilization.
* Making unauthorized entry into any systems accessible via Library computers.
* In accordance with the library’s “Rules of Conduct,” use of another person’s library card for Internet access is not allowed and will result in immediate suspension of library privileges.
* Developing and/or propagating programs that harass other users or cause harm to other computer systems (e.g., computer "viruses" and "worms").
* Copying, file sharing, downloading, or distributing commercial software or other works or material (e.g., music, movies, or other audio or digital material) in violation of state, federal, or international copyright laws.
* Accessing or loading pornographic, obscene, or sexually explicit material. Viewing material that violates federal, state, or local laws or regulations, including those regarding accessing, viewing, printing, and distributing obscenity or child pornography. (Missouri Revised Statutes 573.010, Section 573.060).
* Other uses deemed inappropriate at the discretion of CCLD.

**Illegal acts involving the CCLD computers may be subject to prosecution by local, state, or federal authorities.**

Internet Safety Policy

Parents or legal guardians must assume responsibility for deciding which Library resources are appropriate for their own children. In compliance with the Children’s Internet Protection Act (CIPA) and Missouri law, the library enforces a policy of Internet safety that includes measures to block or filter Internet access for both minors and adults to certain websites. In particular, the library’s filtering software protects against access to visual depictions that are obscene, child pornography, or harmful to minors or pornographic for minors.

Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that some may find offensive but does not eliminate that possibility. Filters sometimes block access to sites that users would consider both inoffensive and useful. CCLD staff reserves the right to check all workstations of suspicious/inappropriate activity. In accordance with the Children's Internet Protection Act, no one under the age of 18 is permitted to access computer sites, chat rooms or email that contain obscene or sexually explicit material or other material harmful to minors.

CCLD expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof. Conducting business or personal transactions such as credit card purchases, stock trades, bank transactions, etc., or accessing systems where such personal or business data are stored is not recommended. The library’s computing environment does not maintain sufficient safeguards to protect such activities.

Users of Library computing resources should be aware of the possibility of contamination by computer viruses and Trojans. Viruses may also spread to other computers including the user's own personal or business computers via email, or via media such as floppy, CDROM, or USB Flash Drives. Users are therefore warned that it is not possible to provide a 100% virus free environment and that the user accepts such risks while using the library’s computing resources.

Privacy Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, CCLD will not release information on the use of specific Internet resources by members of the public except as required by law or as necessary for the proper operation of the library.

Disclaimer CCLD does not assume responsibility for any damages, direct or indirect, arising from the use of the library’s technology resources, services, or Internet or wireless connections. Users agree to INDEMNIFY AND HOLD HARMLESS the Library and its board members, its employees, and agents and representatives from any loss of data, claim, demand, liability, cause of action, suit, judgment, damages, or expense (including attorney's fees), arising out of any use or misuse of the library’s technology resources, services, electronic devices, Internet, or wireless connection.

**Cedar County Library District Acceptable Use Policy**

**User Agreement**

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by the Cedar County Library District. Should I commit any violation, my access privileges may be revoked, and/or appropriate legal action may be initiated. If user is a minor, parent or guardian must also sign below.

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Name (please print)

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| --- | --- |
| User Signature | Date |

Parent Agreement (to be signed by parents of all student users under the age of seventeen)

As parent or guardian of [please print name of minor] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I have read the Acceptable Use Policy. CCLD has taken reasonable steps to control access to the Internet but cannot guarantee that all controversial information will be inaccessible to minor users. I agree that I will not hold the CCLD responsible for materials acquired on the network. I hereby give permission for my child to use network resources, including the Internet, that are available through CCLD.

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Parent Name (please print)

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| Parent Signature | Date |