Internet Acceptable Use Policy and Guidelines

Purpose:

The internet provides a useful research tool that allows access to information far beyond the Library's own collections. Library patrons use it at their own risk. Though the Library computers have Internet filtering software, the Library cannot entirely protect users from materials they may find offensive. While much of the information accessed can be valuable and enlightening, the user may also find materials that are inaccurate, unreliable, personally offensive or illegal under United States Law. Each individual user must take responsibility for their activities on the Internet and for the activities of their children. Parents are advised to supervise their children's sessions on the Internet and may wish to review safe online procedures with their children. Some guidelines can be found at the National Center for Missing and Exploited Children, https://www.missingkids.org/HOME.

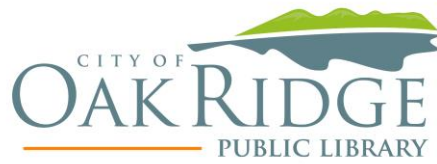### Access to the Internet in the Library

In order to provide the community with fair and equal access to the library's public computers, Oak Ridge Public Library uses software to allocate patron time. For library card holders, sessions will last the duration of the library's open hours. If all computers are full and people are waiting, library staff will ask those patrons having been on a computer the longest to give their computer to a waiting person.

In order to login to the computer, residents of Oak Ridge must have a library card in good standing. They may be asked at any time to show their Oak Ridge Public Library card or valid legal photo ID. A PIN is also required and is provided with each library card. If a patron has accrued fees of more than $10, they may obtain access for a 2 hour computer session by paying $2 each visit towards their fines. Nonresidents are given a courtesy session of 2 hours, but must first check in at the front desk. If a non-resident or non-library card holder would like to use a computer for more than 2 hours, they may purchase additional computer time at a rate of $2 for 2 hours.

Printing is available from the Library's computers at 10 cents per page. Printed pages may be paid for and picked up at the main desk. Patrons are responsible for everything they print.

Wireless internet access is available for patrons bringing their own devices. Mobile printing from personal devices is available at 10 cents per page. Prints may be retrieved from the main desk.

All public computers and city provided wireless connections are filtered with software installed at the direction of Oak Ridge City Council in order to comply with Tennessee Code Annotated 39-17-911.

Should a user desire access to a site that is blocked by the filtering software, the user may request the blocked site be reconsidered by asking at the main desk.

Monitoring Internet Use

While respecting individual users' right to privacy, the City reserves the right to electronically monitor use of Internet workstations to ensure compliance with this policy, as well as applicable city, state, and federal laws. Additionally, the City has the right to disclose any necessary information to satisfy and law, regulation, other governmental request or operational necessity.
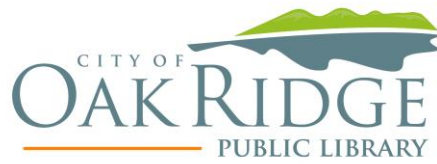
Rules for Internet Use in the Library

All internet resources accessible through the Library are provided equally to all Library patrons. However, it is the responsibility of each user, adult and minor, to be guided by the following principles:

- Internet users should have an Oak Ridge Public Library card or a valid guest pass to use the computers and may be asked to show it at any time.
- Respect for the privacy and sensibilities of other users.
- Attention to the legal protection provided by copyright and license to programs and data.
- Consideration for the integrity of computing systems. For example, users must not intentionally develop programs to harass other users or to infiltrate a computer or computing system, or develop program that may damage or alter the software components of this or other computing systems.

Further examples of unacceptable use by patrons of any include, but are not limited to, the following:

1. Damaging or destroying equipment, software or data belonging to the Library or to other users, including adding, altering or deleting files on Library work station hard drives or other Library computer equipment, or the attempt thereof.
2. Installing or downloading any software on the hard drive of the Library's computers.
3. Violating computer system or network integrity (hacking), including attempts to bypass network security functions, obtain passwords or alter the configuration of Library workstations in any way.
4. Transmitting or displaying threatening, pornographic, harassing, libelous or slanderous materials.
5. Using the Internet for any criminal or illegal activity, including accessing child pornography or obscenity.

6. Unauthorized copying of copyrighted material. (Any responsibility for any consequences of copyright infringement lies with the user; the Library expressly disclaims any liability or responsibility resulting from such use.)
7. Violating software agreements.
8. Gambling on the Internet.
9. Wasting finite resources, including printing materials without paying

The Library may impose other restrictions on the use of Library equipment. The library reserves the right to terminate the computer access privileges and/or Library privileges of any person abusing these principles. Unacceptable use that is illegal may also result in criminal prosecution by local, state, or federal authorities.

Downloading

Downloading files may be done to USB devices. Downloading to the hard drive is prohibited. WARNING: Software downloaded from the Internet may contain a virus, and you may need to have virus protection software on your computer. You may not install any downloaded software or any other personal software on any of the Library's computers.

Children's Use of the Internet in the Library

It is the policy of Oak Ridge Public Library that parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their children. There will be some resources which parents may feel are inappropriate for their children. Parents are responsible for supervising their child's internet usage. All workstations use filtering software to access the Internet. However, no filtering software can control access to all materials that an individual may deem inappropriate for a child.

Parents should be aware of the safety and security issues surrounding minors:

- Use of social media, email, and other forms of direct electronic communications, and
- Disclosure, use, and dissemination of personal identification information regarding minors.

These policies are designed to help restrict minor's access to harmful materials.