

Parker Memorial Library  
**TECHNOLOGY USE POLICY**

## **I. GUIDELINES**

The following list of inappropriate actions and behavior—while not complete—are examples of conduct expressly prohibited on the premises of the Parker Memorial Library:

- Vandalize computers—including installation or modification of software programs.
- Use the network to make unauthorized entry into other computational, informational, or communication services or resources.
- Distribute unsolicited advertising.
- Invade the privacy of others.
- Access, view, or disseminate information that is pornographic, obscene, child pornography, harmful to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors.
- Access, view, or disseminate any criminal activity—including hacking, violation of copyright or the rights of third parties, harassment, or defamation.
- Engage in any activity that disrupts the normal operations of the network or the Library.

Any violations of this policy may result in loss of access and/or suspension or expulsion of library privileges.

The library will render all reasonable assistance to local, state, or federal officials for the investigation and prosecution of persons using the library technology or premises in violation of any law. No confidential information on library patrons will be revealed to the authorities without presentation of a subpoena or search warrant.

See also *Appropriate Library Use Policy* and *Confidentiality Policy*.

## **II. INTERNET ACCESS/COMPUTER USE**

The use of the Internet in the Parker Memorial Library constitutes an acceptance of the *Technology Use Policy*. Users reaffirm this agreement each time they access the Internet in the library.

Using their library card, patrons may sign on to a public computer for 2 hours a day.

By requesting a “guest” card, patrons without a library card may use a public computer for 1 hour a day.

After a patron’s time on the computer has expired, he or she may request another period of time (either 2 hours for a patron using their library card and 1 hour for “guest” patrons). Time allotments will not be renewed more than two times, for any reason.

Adults and teens unaccompanied by children are not permitted to use computers in the Children’s Room.

## **III. INTERNET ACCESS BY MINORS**

Children—12 years and older—may use the public computers without an accompanying parent.

Children under 12 years may use the use the public computers with an accompanying parent.

Nevertheless, the parents or legal guardians of minor children are responsible for their children's use of the Library and its resources. As a part of this responsibility, parents and legal guardians are solely responsible for monitoring their minor children's access to the Internet.

To help parents with this important responsibility, the library has taken certain measures designed to assist in the safe and effective use of online resources by all minors:

1. To address “the issue of safe and secure Internet access by minors to inappropriate material on the Internet—including material that is harmful to minors,” the Parker Memorial Library:
  - 1.1. Develops and maintains a collection of databases and websites to assist with homework and other school projects.
  - 1.2. Provides information on how to use library resources—including the Internet—in a safe and effective manner.
2. To address “the issue of the safety and security of minors when using electronic mail, social media sites, , as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors,” Parker Memorial Library urges parents and minors to follow these safety guidelines:
  - 2.1. Parents should explain to their children the dangers of sharing personal information about themselves or others over the Internet.
  - 2.2. Children should ask a parent or guardian for permission before giving out personal information such as age, home address, school name, telephone number, or family information.
  - 2.3. Children should tell a parent, guardian, or library staff member if anyone tries to arrange a face-to-face meeting over a library Internet computer.
  - 2.4. Children should tell a parent, guardian or library staff member if someone writes an electronic message on a library computer that is suggestive, obscene, threatening, or makes them feel uncomfortable.
  - 2.5. Report any concerns about Internet use to library staff.
  - 2.6. Remember that people online may not be who they say they are.
  - 2.7. Remember that not everything you read on the Internet is true.

#### **IV. SECURITY/PRIVACY**

Patrons should be aware that the Internet is not a secure medium, and that third parties may be able to obtain information regarding patrons' activities. However, the Parker Memorial Library will not release information on the use of specific Internet resources by patrons except as required by the law or as necessary for the proper operation of the library. See also *Confidentiality Policy*.

## **V. DISCLAIMER**

The Parker Memorial Library does not assume responsibility for any damages, direct or indirect, arising from use of the Library's computers, network, or Internet connection.

Patrons agree to INDEMNIFY AND HOLD HARMLESS the Library, its employees, and agents from any claim, demand, liability, cause of action, suit, judgment, or expense (including attorney's fees), arising out of any use of the Library's computer equipment, network, phone lines, wireless service, or Internet connection.

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