INTERNET ACCEPTABLE USE POLICY

Role of the Internet

The Schiller Park Public Library offers access to the Internet in keeping with its mission to meet the informational, educational and recreational needs of the community. The Internet is a global electronic network that provides dynamic resources and facilitates communication. The Internet offers access to many valuable local, national and international sources of information. Through use of the Internet, library patrons will be able to find information not readily available elsewhere and will also be able to participate in the world-wide electronic community. The Schiller Park Public Library endorses the ideal of providing information resources regardless of technology, format or method of delivery to all patrons equally and equitably.

The use of the Library's Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Internet policies do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action. All patrons must accept the online Internet User Agreement in order to use the library computers.

Accuracy of Information

Information available on the Internet is from worldwide sources. Therefore, the Schiller Park Public Library does not and cannot control the content obtained from outside sources via the Internet. Library users must keep the following points in mind when evaluating information obtained via the Internet:

a. The information may not be current.

b. The information may not be accurate and /or from a reliable source.

c. Sites may sometimes be unavailable. This unavailability is unpredictable and the Library has no control over it.

d. Certain information may be considered controversial by some users.

The Schiller Park Public Library encourages Internet users to be informed consumers and carefully evaluate information obtained via the Internet. Although Library Staff may be able to assist patrons in locating certain Internet sources, the Staff is unable to provide definitive analysis of particular sources, due to the extremely large variety and volume of information available via the Internet. Patrons use the Internet at their own discretion and are responsible for the access points reached.

Registration

Internet access is open to all patrons.All patrons must accept the online Internet User Agreement in order to use the library computers.

Minors (8 – 17 years of age) must have a parent or guardian's signature on the Internet User's Agreement and Parent's Permission Form prior to using the Internet the first time.

Staff Assistance

Library staff will assist in using the computers to find the information a patron needs; however, staff cannot usually provide extensive one on one instruction. Printed and on-line documentation and instructions are available near points of service

The library does offer regularly scheduled basic computer training classes and sign up sessions for more extensive technology assistance.

Acceptable Use

The Schiller Park Public Library requires that the library patrons using the Internet do so within the guidelines of acceptable behavior. Usage of the Internet is restricted to activities of information gathering only. All behavior must be in compliance with the policies, rules and regulations of the Board of Trustees and the ***"Library's Rules of Conduct"*** which are posted in the library. The Computer Lab is a designated quiet zone in the library. All patrons in this area are requested to silence any and all electronic equipment including cellular telephones. The patron is accountable for his/her actions and activities while on-line. The Library has a registered domain name. Use of our Internet workstations can be traced.

Failure to comply with the following rules may result in loss of computer privileges, loss of library privileges and prosecution.

At each sign up, library computer users must provide identification and a signature acknowledging these rules and must agree to follow the rules.

1. Promptly give up the computer when requested by staff.
2. You may download files using supported media. The library is not responsible for damage to your media or for corruption of your data, including damage caused by mechanical malfunction or corruption caused by virus or spyware infection while using library computers. Do not attempt to run or execute programs or applications from personal storage media.
3. There is a charge for printing from public computers. The charge is posted. You must pay for all pages printed.

4. Respect other's privacy by not attempting to observe or comment on what others are viewing. Remain sensitive to the fact that you are working in a public environment shared by people of all ages.
5. Stop viewing any site that creates a hostile environment for other library users and staff if a staff member asks you to stop, and do not view similar sites when others are present.
6. Use headphones when listening to audio content, and keep volume low so you do not disturb others.
7. As a courtesy to others, log off completely when you are finished with your session. This also protects the privacy of your search. To do this, press the "X" in the upper right corner of the screen. It is the responsibility of the patron to inform library staff when they are finished using the Internet computers.
8. Do not gather around computers when doing so may obstruct others or create noise that distracts others. Only two users per computer at one time.
9. Do not use another's identification, barcode or pin number, with or without permission, to sign up or log on to a computer.
10. Do not misuse computer equipment or software.

Misuse includes but is not limited to:

- Viewing material that violates federal, state or local laws or regulations, including those regarding accessing, viewing, printing and distributing obscenity or child pornography
- Using the network for any illegal activities including violation of copyright or other contracts or transmitting material in violation of any United States regulation
- Hacking into the library computer system or any other computer system
- Mishandling, damaging or attempting to damage computer equipment or software; tampering with computer settings
- Interfering with system operations, integrity or security
- Attempting to gain or gaining access to another person's files or authorization code
- Attempting to access and/or view a previous patron's browsing history
- Engaging in any activity that is deliberately offensive or creates an intimidating or hostile environment
- Publishing, or otherwise disseminating another person's identity, personal information, account or password
- Violating copyright laws and software licensing agreements or the policies of the individual websites that you view
- Failing to pay for printing
- Refusing or ignoring a staff person's request to give up a computer
- Failing to comply with time limits
- Any other violation of the Acceptable Use of the Internet and Library Public Computers statement
- Using the network while access privileges are suspended or revoked

Availability

Use is available on a first come, first serve basis. Patrons are guaranteed one hour of use per day. Time on the Internet computers may be extended as long as another patron is not waiting to use a terminal. Computers and Printers will automatically be shut off 10 minutes prior to the library closing. The network will automatically be shut off at the designated library closing time.

Patrons must stay at the Internet terminal while the computer is running. Vacated computers will be given to anyone who is waiting.

Use of Equipment

Files must be saved or downloaded onto a USB drive only, provided by the patron. Information will not be retrievable from the hard drive.

WARNING: Although there is virus software on the Internet Computers, this will not offer complete protection from the chance of downloading a virus. Data downloaded from the Internet may contain a virus.

Public Internet computers are equipped with commercial content filtering software. However, the software cannot block out all objectionable sites, and it does sometimes block useful material, including sites that are suitable for children, teens and adults.

The library's filtering policy upholds the principles of intellectual freedom, allowing adults to make their own choices regarding filtering. The policy also aims to ensure that our libraries are safe and welcoming places for children, and it affirms the right and responsibility of parents to make choices for their own children and teens. Adults (17 years and older) may choose filtered or unfiltered searching at each login.

Youth Services computers

The computers in the Youth Services room of the Schiller Park Library are designed to be welcoming for children. Children must be at least 8 years old to use a computer independently. To best serve children, all computers in the Youth Services are for the use of children age 16 and younger and for adult caregivers accompanying or assisting children. Youth Services computers allow only filtered use of the Internet. As with other library materials, restriction of a child's access to the Internet is the responsibility of the parent/legal guardian. The Library encourages parents to discuss with their child the appropriate and inappropriate types of information. The parent/legal guardian is responsible for monitoring her/his child's use of the Internet not the library staff.

Privacy

The library takes a variety of measures to protect your privacy when you use library computers. However, the Internet computers are used by the public and privacy cannot be guaranteed. Users should be advised complete security in this environment is impossible to achieve and transactions and files could become public.

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Privacy screens are available for Internet computers. However, these screens cannot prevent other library users from seeing what you are viewing. The library's computers are in a public area. Others may be involuntarily exposed to what you are viewing. The library asks that you remain sensitive to the fact that you are working in a public environment shared by people of all ages.