

## **Benbrook Public Library** **Internet Use Policy**

Public access to the Internet on Benbrook Public Library (BPL) computers is available to all BPL card holders in good standing. The Library provides public Internet access as part of the Library's mission to serve the educational and informational needs of Benbrook residents.

Consistent with the Library's mission and with professional principles of public librarianship, this Internet Use Policy affirms the safeguarding of First Amendment Constitutional rights, intellectual freedom, equity of access, confidentiality of library user information, and individual responsibility. The Library affirms the following principles and user rights for electronic information as originally delineated in the American Library Association's Library Bill of Rights and Statement on Intellectual Freedom:

- Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library constituents.
- Libraries and librarians should not deny or limit access to information available via electronic resources because of its controversial content or because of personal beliefs or fear of confrontation.
- Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.
- Responsibility for, and any restriction of, a minor's use of the Internet rests solely with his/her parents or legal guardians.

The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. The Library makes no guarantee, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information available via the Internet is accurate, current, or complete. Users are encouraged to be good information consumers by critically and skeptically evaluating the validity of information accessed via the Internet.

Users are cautioned that ideas, points of view, and images can be found on the Internet that are controversial, divergent, offensive, and/or inflammatory. However, the Benbrook Public Library is a public place and indecent materials are prohibited by law. The provision of Internet access by the Library does not mean or imply that the Library endorses or sanctions the content or points of view of any of the information or commentary to be found on the Internet. The Library is merely a neutral provider of access to that information. It is not possible for the Library to protect individuals from information and images that they may find offensive or disturbing, nor is it the Library's responsibility to do so. Only the individual can be responsible for his/her use of and reaction to information freely accessed by the individual.

Users of Library computers are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files, and communications are vulnerable to unauthorized access and use, and therefore, should be considered public.

Individuals disturbing the peace or causing disruption of others' legitimate use of the Library may be requested to change their behavior or their usage of the Library computers. If in the judgment of the Library Director or his/her staff, a user intentionally or repeatedly violates his agreement regarding use of Library computers, the user may be disallowed from using Library computers and/or required to leave the Library.

## **Internet User Responsibilities**

All users of the Internet are expected to use this Library resource in a responsible and considerate manner, consistent with the purposes for which it is provided: for education and information. Furthermore, users are required to comply with the following Internet-related rules and procedures that will help ensure the legal, safe, and continuing availability and use of these computers:

- Recognize that the Internet, like all of the Library's information resources, must be shared and used in a manner that respects the rights of others and refrains from activity that prevents or inhibits others from using it.
- Refrain from using the Library's Internet resources to conduct a business or engaging in commercial activities such as the distribution of advertising.
- Refrain from illegal or unethical use of the Internet.
- Respect intellectual property rights by making only authorized copies of copyrighted, licensed, or otherwise controlled software or data residing on the Internet.
- Respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
- Refrain from damaging or altering the setup of the equipment used to access the Internet at the Library.
- Refrain from altering or damaging software or data residing on the Internet or on the Library's equipment.
- Refrain from transmission of threatening, harassing, or abusive language and images.
- Refrain from deliberate propagation of computer worms and viruses.

Users of Library computers who violate the above rules may be denied further use of Library computers. The Library staff reserves the right to move, screen, or request a change of site accessed by users of Library computers when the staff believes the user is being offensive in his use of Library computers. Users who refuse to cooperate with Library staff requests may be disallowed from future use of Library computers.

## **General Policies Regarding Library Computers**

Use of Library computers is limited to three (3) hours per day. Use of Library computers is on a first come, first serve basis, except that a computer may be reserved, in person or by phone, for a particular day and hour, however, all reservations must be made on the day of the request. Failure to use the reservation or being more than 10 minutes late for a reservation may result in disallowing future

reservations. Time limits will be strictly enforced in order to provide maximum access by the public.

Usage of Library computers should be considered primarily self-serve and self-teaching. Library staff will assist Library computer users in basic use of Library computers to access the Internet to the extent that time and availability of trained staff allow. However, the Library cannot guarantee that trained staff will be available during all open hours. The Library can also supply books, magazine articles, and Internet sites that provide instruction on use of the Internet.

The Library does not offer email accounts to Library users. Free email sites are available on the Internet.

Library computer users may download to a flash drive. If a user does not own a flash drive, the Library has some available for purchase.

Printouts from Library computers are 10 cents per page for black and white and 25 cents for color. Please check how many pages are being printed before you click the print command.

### **Guidelines for Child Safety On the Internet**

Parents or guardians are responsible for the Internet information selected and/or accessed by their children. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and to monitor their children's use of the Internet.

To assist parents in guiding their children's use of the Internet, the Library provides filtered as well as unfiltered computers. Parents and all computer users must understand, however, that filters do not work perfectly. Filters sometimes allow information and images to be viewed that may offend the user. Furthermore, filters may prevent the user from accessing a site that has desirable information. The Library cannot be responsible for any failure of its computer filters to function as desired by the user. The Library staff can provide numerous sources of information containing useful suggestions regarding safe use of the Internet. Please consult with Library staff for information on safer and more effective use of the Internet.

To further ensure the well-being of children using the Library's computers, the Library requires the following:

1. The Library's Internet computers may be used by juveniles (with a Library card in good standing) over age 7 with signed parental (or legal guardian) permission, on file.
2. The Library's computers may be used by card holders in good standing, aged 18 and over, with a *Use of Computer Agreement*, signed by the person, on file.

## **Wireless Network Terms of Use:**

- Your use of this Network is subject to these terms and conditions, to which you agree. You agree that the Network is provided on an AS IS and AS AVAILABLE basis. The Library disclaims all responsibility and liability for the availability, timeliness, security or reliability of the Network. The Library also reserves the right to modify, suspend or discontinue your access to the Network with or without notice at any time and without any liability to you.
- When accessing the Internet through an unsecured wireless network there is the possibility that data sent to or from your wireless device is monitored, captured, or altered. The Benbrook Public Library's wireless network is unsecured. The library cannot guarantee the safety of data transmitted across its wireless network.
- Benbrook Public Library assumes no responsibility for the configurations, security or changes to personal data files resulting from your connecting to the Library's network.
- The Library assumes no responsibility for the safety of equipment; users must keep their equipment with them at all times.
- Library staff does not provide technical assistance. There is no guarantee that users will be able to make a wireless connection. Please note that the Library cannot assist you with your laptop, network card or configuration. The Library cannot accept the liability of handling your equipment.
- In using this free Internet access, I agree and hereby release, indemnify, and hold harmless, the Benbrook Public Library, its officers and employees, and any affiliate, from any damage that may result from use of this wireless access.
- While using this wireless access, I acknowledge that I am subject to, and agree to abide by all laws, and all rules and regulations of the Benbrook Public Library, Tarrant County, the State of Texas, and the federal government that are applicable to Internet use. Examples of unacceptable uses include but are not limited to the following:
  - Attempting to crash, degrade performance, or gain unauthorized access to computer systems and networks.
  - Damaging equipment, software, or data belonging to the Library or other users.
  - Using the Internet for malicious purposes such as intentionally propagating a virus.
  - Sending unsolicited advertising.
  - Operating an on-going business.
  - Attempting to gain or gaining access to another person's files or authorization codes.

- Using another person's identification, bar code or pin number, with or without permission.
  - Using, disclosing, or disseminating personal identification information regarding minors without parental permission.
  - Displaying obscene material, child pornography, or sexual content that might be harmful to minors.
  - Harassing other users with messages, prints, or images.
  - Libeling, slandering, or maliciously offending other users.
  - Violating copyright laws or software licensing agreements.
  - Violating federal, state, or local laws, regulations, or ordinances
- While using the Benbrook Library's wireless network, I acknowledge I am subject to and agree to abide with the Benbrook Public Library Internet Use Policy.
- Breach of these Terms of Use If you breach any provision of these Terms of Use, damage this Network, modify or attempt to modify any software program used by this Network, or subvert or attempt to subvert any security devices that the Library has installed for this Network, then the Library may terminate your right to use any of the Library's Networks, or suspend your Library privileges generally, or both, for such length of time as the Library considers appropriate. In addition, your breach, damage, modifications or security subversion may result in civil or criminal proceedings being commenced against you. The Library reserves the right, but shall have no obligation, to investigate your use of the Network in order to determine whether a violation of these Terms of Use has occurred or to comply with any applicable law, regulation, legal process or governmental request.

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