



# Acceptable Computer Use Policy

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## Purpose

To fulfill our mission, Hauge Memorial Library provides computers for patron use. This policy provides users with information and establishes ground rules for use of the equipment.

## Rules Governing Use

Users must:

1. **Check-in at front desk before going to computer station.**
2. Be 18 years of age. Individuals between the ages of 12 and 17 may use a computer if a signed *Parental Permission Agreement* form is on file in the library (see librarian). Individuals under the age of 12 who wish to use a computer **must** be accompanied by a parent.
3. Respect user privacy at workstations.
4. Adhere to a 30 minute time limit. Additional time is possible, provided others are not waiting.

Users may not:

1. Make any attempt to damage computer equipment.
2. Use any library workstation or computer for any illegal or criminal purpose.
3. Engage in activity which is deliberately offensive, libelous or slanderous.
4. Harass others or display obscene language or offensive pictures.
5. Possess food or drink at the computer.

**\*NO DOWNLOADS (games, etc.) unless approved by staff.**

Violations may result in loss of access. Unlawful activities will be dealt with in a serious and appropriate manner. Financial restitution is expected from patrons who damage the equipment.

## Wireless Statement

This service provides web access for patrons using personal computers, mobile devices, tablets and e-readers equipped with a functioning wireless network connection. The library's wireless network is **not secure**. Information sent from your device can be captured by anyone within wireless range with a wireless device and appropriate software.

Library staff cannot provide technical assistance. The library assumes no responsibility for the safety of equipment of laptop configurations, security or data files resulting from connection to the library's wireless network. Printing capability is not available. Hauge Memorial Library reserves the right to require individuals to discontinue the display of information and/or images which could cause a disturbance in this, a public building.

**Important Notice:** By choosing to use this free wireless service you agree to abide by Hauge Memorial Library's *Acceptable Computer Use Policy*. The library assumes no responsibility for damage, theft or loss of any kind to property brought into or used at the library.

## **Supervising Children**

It is the library's policy that parents or legal guardians assume responsibility for the behavior of their children and for deciding what library resources are appropriate for their children. Parents and legal guardians are expected to supervise their children's internet use while in the library (see rules above). There will be some resources which parents may feel are inappropriate for their children. To assist parents, available online are materials about the internet, including "Safety Tips" and "Child Safety on the Information Highway," at [www.safekids.com](http://www.safekids.com) or [www.safeteens.com](http://www.safeteens.com). Parents should let their children know if there are resources which they do not want them to use.