internet use Policy

All electronic traffic originating from the Alexandrian Public Library connection shall be in accordance with these Acceptable Use Standards. APL will not be held liable for misinformation or information deemed inappropriate that is obtained while using APL technology. Failure to abide by these standards may result in the loss of internet, computer and Library privileges.

**Acceptable use:**

Use of APL internet access or technology shall be guided by the following:

* Respect for the privacy of others
* Adherence to the legal protection provided by copyright and license to programs and data
* Consideration for the security and functioning of computers, networks, and systems
* Parents/legal guardians of minors are responsible for their child’s behavior on computers
* Adherence to APL policies regarding this policy, the Appropriate Behavior Policy, and any other applicable APL policies

**Unacceptable use:**

It is not acceptable to use APL’s internet access or technology in the following ways:

* Any purposes which violate US, State, or local laws
* Transmitting threatening, obscene, or harassing materials, including the use of profanity or offensive language
* Intentional or unintentional disruption of network users, services or equipment or harm to other computer systems, including excessive bandwidth utilization
* Tampering with computer or network security, or changing settings or icons on computers
* Having volumes loud enough to disrupt other patrons
* Disconnecting library equipment, including but not limited to monitors, network cables and electrical cords
* Making unauthorized entry into any systems accessible via APL computers
* Developing or distributing programs that harass other users or cause harm to other computer systems (such as viruses or worms)
* Copying, file sharing, downloading or distributing commercial software or other works or material in violation of state, federal, or international copyright laws
* Attempting to gain unauthorized access to, or to distribute, any of APL’s confidential personal information, computing information, or other private information
* Disrupting others’ use of computer resources in any way
* Accessing or loading pornographic, obscene, or sexually explicit material; abusive or defamatory material, material harmful to minors, or any material intended to annoy, harass or alarm another person; material that insults, or potentially defames, slanders, or libels another person
* Other uses deemed inappropriate at the discretion of APL staff

Illegal acts involving APL computers may be subject to prosecution by local, state or federal authorities.

**Internet Safety:**

In keeping with the provisions of the Children’s Internet Protection Act (CIPA) the library employs filtering on all of its computers with Internet access. The purpose of these filters is to guard against accessing, inadvertently or otherwise, visual depictions that are obscene, child pornography, or harmful to minors.

Filtering software is not foolproof. It diminishes the likelihood that searchers will inadvertently retrieve text or images that some may find offensive but does not eliminate that possibility. Filters sometimes block access to sites that users would consider both inoffensive and useful. APL staff reserves the right to check all workstations of suspicious/inappropriate activity. In accordance with the Children’s Internet Protection Act, no one under the age of 18 is permitted to access computer sites, chat rooms, or email that contain obscene or sexually explicit material or other material harmful to minors.

Therefore:

1. Parents/legal guardians should monitor their children’s use of the Internet just as they monitor their children’s use of APL’s other collections.
2. In order to allow an adult user to use the Internet for bona fide research or other lawful purposes, the Library may turn off the filter without significant delay upon request of the adult user. Once the filter is turned off, the adult user continues to access and use the Internet at their own risk.

As with the use of all Library materials, it is the responsibility of parents and guardians to monitor and guide their children in the use of Library computers and the Internet. Parents and children are encouraged to read/view and discuss the resources that APL has available regarding safe and appropriate use of the Internet by minors. Parents who do *not* want their children to access the Internet using library computers may fill out an Internet Exclusion Form at the Circulation Desk. While their library card will be blocked from internet access, APL cannot guarantee that the child will not receive a guest pass.

**Disclaimer:**

APL provides access to the internet as a service of convenience to the public. The internet and its available resources contain a wide variety of material and opinions from varied points of view. Users need to be good information consumers, questioning the validity of the information. Not all sources on the internet provide accurate, complete, or current information. Users may encounter material that could be considered inappropriate. Presently, it is not possible to apply the same selection criteria to Internet resources which are applied to other Library materials.

APL expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof. Conducting business or personal transactions such as credit card purchases, stock trades, bank transactions, etc., or accessing systems where such personal or business data are stored is not recommended. The Library’s computing environment does not maintain sufficient safeguards to protect such activities.

Users of library computing resources should be aware of the possibility of contamination by computer viruses and Trojans. Viruses may also spread to other computers including the user’s own personal or business computers via email, or via media such as floppy, CDROM, or USB Flash Drives. Users are therefore warned that it is not possible to provide a 100% virus free environment and that the user accepts such risks while using the Library’s computing resources.

The Alexandrian Public Library will not provide headphones or recordable media for use at public internet stations. Patrons may bring their own flash drives, recordable media or headphones for use on public internet stations. Patrons may also purchase a set of headphones for $2.00.

**Review:**

In according with Indiana law IC 36-12-1-12, APL will review this policy annually.