INTERNET USE POLICY

To fulfill its mission of providing public access to information of all types in a wide range of formats, the Hawarden Public Library (hereafter referred to as the "library") provides access to Internet resources. Access to the Internet is provided to enhance the library's collection of information resources. It is intended for the educational and informational use of the library's customers. Sales activity, distribution of advertising and those unapproved uses defined under the Code of Iowa are prohibited. (See Iowa Code chapter 728) Patrons using the internet are also subject to the Conduct Policy, and Safe Child Policy.

I. Rights and Responsibilities

The library expects the use of all its electronic sources such as the Internet to be responsible, ethical, and legal, and consistent with the purpose for which those resources are provided. The library complies with the Children's Internet Protection Act (Pub. L. No. 106-554 and 47 USC 254(h)). To this end:

• The library affirms the right of every individual to have access to constitutionally protected material as stated in the library's collection development policy.
• Parents or guardians, not the library or its staff, are responsible for the Internet use by their children.
• Internet access is provided in a public area shared by users of all ages, backgrounds, and sensibilities. Users should consider this when accessing potentially controversial information and images.
• The library reserves the right to ask users to discontinue the display of information and images which cause a disruption.
• Users should respect the privacy of other Internet users by not observing what sites others are accessing.
• Users will not misrepresent themselves as any other user; will not attempt to modify or gain access to files, passwords, or data belonging to others; will not seek unauthorized access to any computer system; and will not damage or alter software components of any network or database.
• Illegal activities subject to prosecution include:
    • Destruction of or damage to equipment, software, or data belonging to the library;
    • Violation of computer system security or system configuration;
    • Violation of the copyright laws of the United States;
    • Downloading or provision of child pornography or display of pornography where it may be
    • seen by children.
• To the extent practical, steps shall be taken to promote the safety and security of users of the Internet when they are using electronic mail, chat rooms, instant messaging and other forms of direct electronic communications.
• Safety and security of minors.
    • Prevention of inappropriate network usage.
    • Technology measures shall be used to prevent unauthorized access and other unlawful activities.
    • Technology measures shall be used to prevent unauthorized disclosure, use, and dissemination of personal identification information.
• Prevention of access to inappropriate material.
    • Technology protection measures, i.e., Internet filters, shall be used to block or filter access to inappropriate material on the Internet.
    • Blocking shall be applied to visual depictions of material deemed obscene, to child pornography, or to any material deemed harmful to minors.

- Technology protection measures may be disabled by library staff for adults or, in the case of minors, minimized for bona fide research or other lawful purposes.

- Violation of this computer use policy shall result in the loss of computer privileges and may lead to financial responsibility. Illegal activities will be prosecuted.

II. Conditions and Terms of Use

- Patrons must use their own valid Hawarden Public Library card to access the Internet at the library. Patrons using a card that is not issued in their name may lose Internet privileges for a period of time. Out of town visitors who do not have a library card may be eligible to obtain a guest card by providing a driver's license, or other valid form of identification.

- Library accounts must have less than $5.00 in fines, and be free of overdue materials and lost materials to enable a patron to use the internet.

- Our library staff cannot provide in-depth training concerning internet jargon or personal computer use. Staff time does not allow one-on-one instruction.

- The library offers Internet stations on a first-come, first-served basis. One hour per day is guaranteed, additional time may be granted if no one is waiting.

- Due to the potential damage food and beverages may cause to computer equipment, they are not allowed in the computer labs.

- The library is not responsible for the receipt of unwanted communications, including, but not limited to, viruses when using the wireless network.

- Patrons are responsible for all printouts on their account. Black and White copies are .10 per page or per side. Color copies are .50 per page or per side, for standard 8 ½ x 11" paper.

- Patrons may bring in flash drives or external hard drives to save or to access files that will work with library software.   Flash drives are available for purchase at the library. The library does not allow any materials to be saved to the library computers. All personal files are removed at the end of each day.

- Library users may not download software or other applications to library computers. Only library software may be used on library computers.

- Staff members are responsible for starting and turning off library computers. Computers are turned off 15 minutes before closing time. Please be aware of this when planning your internet time. Computers will shut down and prevent access 15 minutes prior to closing, a 5-minute warning is given, and any open work will be lost when time is up or we close for the day.

- Users shall comply with all conditions and terms of use of the Internet set forth in this policy. Failure to comply will result in loss of Internet privileges in the library. A warning will be given for the first offense, if the behavior isn't immediately corrected, the patron will be asked to leave for the rest of the day. The second offense will be the loss of privileges for 1 week. The third offense will be loss of privileges for 1 month. Further discipline for serious offenses against this policy rests with the Library Director and may be appealed to the Library Board by the patron.

- There are two lab locations in our library. Youth may only access computers located in the Computer Lab Room located closest to the circulation desk. There is limited printing capabilities on these computers.

- Any Adult who has graduated from high school or is 18 years of age may access computers in the Adult Lab Circle. During School hours, adults may also access computers located in the second computer lab, should there be no computers available in the Adult Lab.

- Staff reserves the right to waive the procedures contained in this document as circumstances warrant.
- While respecting individual users' right to privacy, library staff reserves the right to monitor use of Internet workstations to ensure compliance with this policy. Staff may ask users to remove themselves from library equipment if observed behavior is in conflict with this policy.
- Staff use of computers for research and maintenance may, at times, supersede users' access.

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