



# Computer and Internet Use Policy

## CRAVEN-PAMLICO REGIONAL LIBRARY (CPRL)

The purpose of this policy is to define appropriate use of the technology resources at Craven-Pamlico Regional Library locations by library users and includes technology and resources accessed with equipment in the Library, loaned by the Library and/or via the Library's wireless internet connection. This policy is to be used in conjunction with the Library's Patron Conduct Policy, other library policies, and all Federal, State, and local laws and regulations concerning use of property and computing resources. Use of Library public computers or wireless connection constitutes acceptance of this Computer and Internet Use Policy. This policy extends to the off-site use of Internet capable devices and portable wireless Internet connection (i.e., hotspot devices) provided by the library.

The Internet, as an information resource, enables the library to provide access to information, ideas, and commentary from around the globe. It offers access to material that is personally, professionally, and culturally enriching to individuals of all ages. It also enables access to some material that may be offensive, disturbing, and/or illegal. Additionally, not all sources on the Internet provide accurate, complete, unbiased, or current information.

CPRL does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. Library users access the Internet at their own discretion, and they are responsible for their children's use of the Internet. Any injury or damages incurred by users of Library Internet stations or the Library's connection to the Internet are the sole responsibility of the user.

The Library operates a technology protection measure (Internet filter) to protect against visual depictions that are obscene, pornographic, or harmful to minors as defined in the Children's Internet Protection Act [Pub. L. No. 106-554]. Library staff members are authorized to disable the technology protection measure to enable access for adults doing actual research or for other lawful purposes. Internet users may request that specific web sites be blocked or unblocked. Internet users should be aware that no technology protection measure is one hundred percent effective.

The Library's wireless network is offered as an unsecured (i.e., no password needed), publicly available network for library patrons to use with their own personal devices or library-owned devices. Misuse of this network may result in device blocking. Use of the Library's wired or wireless network is entirely at the risk of the user.



The Library encourages all users to be responsible and considerate citizens in their use of the Internet in this public setting.

## **GUIDELINES/RULES**

**By using the Library's Internet-accessible computers and devices and wireless technology all users agree to this policy and the following guidelines and rules:**

- Internet use for minors: Anyone aged 13 but under 18 years must sign the Computer & Internet Use Agreement, have a parent or guardian sign an Internet Parental Permission Agreement, and present a valid library card with an Internet sticker at each computer session. Children under 13 years old must have an adult present at the computer workstation during each computer session.
- Patrons must adhere to any posted time limits and regulations. Library computers are generally available on a first-come, first-serve basis. Reservations for computer use may be required. The library reserves the right to place a time limit on computer use to ensure fair computer usage. A current library card may be required to utilize CPRL equipment to access the Internet within the library building.
- Internet users may not send, receive, or display inappropriate material or material considered obscene under North Carolina or federal law.
- No more than two persons will be allowed to work together at one computer.
- Computer users and patrons utilizing wireless printing or Email-to-Print agree to pay printing fees.
- All users must take care to protect their personal information and safety when using social networking sites, e-mail, chat rooms, and other forms of direct electronic communications. CPRL is not responsible for any personal information that patrons divulge while using the Internet. To protect their privacy, patrons are advised to log out of any websites or services which might divulge personal information to others. Patrons are further advised not to leave any personal documents or files on library computers or devices. The Library does not guarantee privacy of any Internet sessions, nor is it responsible for the security of information transmitted and received during any Internet sessions.
- Data, files, documents, or other material may be temporarily downloaded to public access computers and will be erased from the hard drive when a user exits the session and the computer restarts. The installation of programs, apps, plugins, utilities, etc., is prohibited.
- Library computers have software installed to manage user sessions, install updates, perform antivirus scans on a regular schedule, and other computer management functions and will restart or shutdown the computer automatically on a schedule or as needed.



- Internet users may not engage in illegal activity; unauthorized access (“hacking”); unauthorized disclosure, use, and dissemination of personal information regarding minors; and software piracy and violation of copyright or license agreements.
- Users may not alter computer hardware or software except as permitted by security protocols in place on the computer. Any damage to hardware or software will be the liability of the user and will be repaired at their expense. This includes damage by children accompanying a computer user.
- Patrons may not connect any personal devices to the Library’s wired “Ethernet” network.
- Users may not play sounds aloud that might be disruptive to others. Personal headphones are recommended.
- Computer users may use personal memory devices to save or download files, but at their own risk. The Library is not responsible for personal memory devices left behind in the Library, or for the information contained on such devices, or for personal information saved to Library computers.
- The Library is not responsible for items left behind by users at computer stations or attached to Library computers or devices.
- The number of computers available may reflect social distancing guidelines during pandemics or other crises.
- Reasonable effort will be made to provide access to the public to computers and the Internet on a regular schedule; however, the Library cannot guarantee that service will run uninterrupted or trouble-free.
- Patrons may be granted extended computer time for certain uses at the discretion of the branch manager or Librarian for users who request it in advance. This is designed for those engaged in educational or employment pursuits.
- Library staff may provide limited assistance in using the Internet and other programs, but the library is not responsible for extensive instruction. Staff will be available to offer searching suggestions and to help patrons locate additional information on using the Internet from among library resources. Patrons who do not have experience with computers or who have never used the Internet are advised to contact library staff for availability of instructional sessions. Library staff reserves the right to educate about, supervise, and monitor appropriate use of the Library’s computers.
- Library staff may be unable to provide in-person assistance while observing social distancing or other protective measures as set by local, state, or federal mandate.
- Users are responsible for properly configuring their personal devices to connect to the Library’s wireless network. Library staff will give general information but are in no way responsible for connecting a user’s device to the wireless network.
- Misuse of the computers or the library’s Internet connection may result in the loss of the patron’s Internet privileges for a length of time to be determined by the Librarian.



**CRAVEN-PAMLICO REGIONAL LIBRARY  
COMPUTER & INTERNET USE AGREEMENT  
PARENTAL PERMISSION AGREEMENT**

As the parent or legal guardian of the minor child signing below, I have read and agree to the Computer & Internet Use Agreement. Although the library operates a technology protection measure (Internet filter) I understand that no technology protection measure is one hundred percent effective, and I accept the responsibility for my child and agree to:

- A) Allow my child age 13 to 17 to use the public Internet computers independently; or
- B) Allow my child under 13 of age to use the public Internet computers with the adult (18 years or older) who accompanies him/her to the library.

I hereby grant permission for my child to use the public Internet computers at any CP Regional Library member location.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone or Cell Number: \_\_\_\_\_

Email address: \_\_\_\_\_

I hereby agree to comply with the Computer & Internet Use Agreement.

Child's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library Card Number: \_\_\_\_\_