Saugus Public Library

Public Workstation/Internet Acceptable Use Policy

General:

The Saugus Public Library has developed a set of policy guidelines which apply to the use of the public computers in the library and access to the Internet via our computers or WiFi signal. Failure to adhere to these acceptable use guidelines may result in loss of computer privileges.

Public computers, like other library materials and services, are shared resources, and patrons are expected to limit their time on library computers while others are waiting.

Using library computers, library mobile devices, and/or the library's network (to include the library's WiFi signal/mobile devices) to copy and distribute copyright protected works may be an infringement of the copyright law (Title 17 U.S. Code).

The Saugus Public Library cannot guarantee the accuracy, authority, or timeliness of information available on the Internet. Also, Patrons are advised to exercise caution in divulging personal information while online, as doing so can compromise personal safety and privacy.

Workstation Use:

The library expects patrons to use its computers in a responsible manner, taking care not to damage the equipment. Additionally, patrons using our public workstations must comply with the Internet Acceptable Use provisions below.

- Please be considerate of others. Patrons may use computers for a total of 120 minutes per day. If no one is waiting for a computer, the patron may request a time extension.
- Patrons may not use another person's identity to gain access to a library computer.
- Please leave all library equipment turned on when finished. If a problem with any of the hardware or software develops, please notify a staff member. Do not attempt to make adjustments to the equipment yourself.
- Patrons must use the programs and applications as they are installed. Patrons may not install their own programs or run applications from your own disks or CD-ROMs.

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- Please do not add, remove, alter, copy, or damage software, settings, or data; do not add or delete bookmarks or links.
- Please do not add, remove, alter, damage or unplug hardware.
- Please use headphones when listening to audio content, and keep the volume low so you do not disturb others. This provision applies to patrons' personal electronic devices as well. Earbuds may be purchased at the Reference Desk.

WiFi Use:

Wireless access provided by the Library either in-facility or on library-owned mobile devices is unsecured. Antivirus, security and privacy protection of personal electronic devices are the responsibility of the patron accessing our WiFi signal. Patrons using library WiFi access must comply with the Internet Acceptable Use provisions below.

Internet Acceptable Use:

The library expects its patrons to use the Internet in a responsible manner. Illegal or unethical use of the library's computers or WiFi signal by patrons is not permitted. Such use includes but is not limited to:

- Patrons shall not violate copyright or licensing agreements.
- Patrons shall not violate another user's privacy.
- Patrons shall not represent themselves as someone else.
- Patrons shall not interfere with or harass others either in person or online.
- Patrons shall not transmit harassing, threatening, or obscene material.
- Patrons shall not knowingly transmit computer viruses.
- Patrons shall not engage in any online activity which is deliberately and maliciously offensive, libelous or slanderous.
- Patrons shall not engage in "hacking" or otherwise attempt to violate computer security or to gain unauthorized access to the library's network or computer systems or those belonging to any other organization.
- Patrons shall not view material that is obscene, pornographic, illegal, "harmful to minors", or otherwise inappropriate for a public setting.

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Violations:

Any violation of library policy and rules may result in loss of computer and/or Internet access. Additional disciplinary action may be determined in keeping with existing policies regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The library reserves the right to terminate an Internet session at any time when a patron is in violation of any portion of this policy.

- First offense, immediate termination of current active computer session; loss of library computer/Internet access for the day.
- Second offense, one week suspension of library computer/Internet access privileges
- Third offense, revocation of all library computer/Internet access for six months.
- Fourth offense, suitable progressive discipline up to issuance of a no-trespass notice.

Accepted by Board of Trustees: December 5, 2013

Revised: May 3, 2018