**Internet Use Policy**

I. Purpose and Disclaimer

 (A) The Colfax Public Library provides access to a broad range of information resources,

 including those available through the Internet, a vast collection of computer network

 linking thousands of independent networks on a global scale. We make this service available

 as part of our mission to help people learn and grow.

 (B) The Internet offers access to ideas, information, and commentary from around the world

 that can be personally, professionally, and culturally enriching. However, not all resources

 on the Internet are accurate, complete, or up-to-date. The library assumes no responsibility

 for the information provided on the Internet.

 (C) This policy applies to all computers that access the Internet on the Colfax Public Library’s

 Network (library-owned as well as personal equipment).

 (D) The library is not responsible for damages to personal computer hardware, software or data

 as a result of using discs or USB flash drives.

 (E) The use of the Internet cannot be guaranteed to be private. Messages or other activity or communications relative to or in support of illegal activities will be reported to the proper authorities.

 (F) Security of Data: The Colfax Public Library’s wireless network is not secure. Information sent

 to and from a Wi-Fi device may be captured by anyone else with a wireless device and appropriate software. Virus, security and privacy protection are not provided by the library.

 Responsibility for the safety and security of an individual’s data files, personal information, computer, or other wireless device configurations and all personal equipment rests with and is assumed by the individual. The library does not assume any risk or responsibility regarding the same.

II. Responsibilities of Users

 (A) In choosing and evaluating Internet sources, users should evaluate them just as they do

 print materials, questioning the accuracy and completeness of the information.

 (B) Users must search the Internet at their own risk, realizing that beyond the library's home

 page and supporting documents they may encounter material they find offensive.

 (C) In supervising children's use of the Internet, parents or legal guardians must assume

 responsibility for deciding what materials are appropriate for their children. The public

 library, unlike schools, does not serve in loco parentis. Library staff cannot act in the place

 of parents in providing constant care and supervision of children as they explore the Internet.

 (D) Restriction of a child's access to the Internet is the parents' or guardians' responsibility.

 Parents or guardians are responsible for supervising their children's Internet sessions and

 for letting their children know if there are materials they don't want their children to use.

 (E) When using the library’s computers, patrons should never give out any personal information

 (e.g., name, address, telephone number, financial information, credit card number).

III. General Guidelines for Use of Internet Computers

 (A) The primary purpose of the library's Internet Computer Stations and portable internet

 devices is to provide access to resources for research, lifelong learning, innovation, and

 online creation.

(B) The library’s computer network may only be used for legal or otherwise acceptable purposes. Users of all ages must abide by the restrictions set forth in the following section, the Library Patron Rules of Conduct, and must not engage in any of the following unacceptable uses.

 (C) Examples of unacceptable uses include, but are not limited to, the following:

 (1) Sending, receiving, or displaying text or images which may reasonably be

 construed by library staff as offensive to the public and inappropriate in a library

 setting

 (2) Violating federal law, state law (see specifically Sec. 948.11 of the Wisconsin State Statutes), local ordinances, or library policies, including those governing child pornography or materials harmful to minors

 (3) Engaging in any activity that is deliberately offensive or creates an intimidating, disruptive or hostile atmosphere for patrons or staff

 (4) Harassing other users or violating their privacy

 (5) Libeling, slandering or maliciously offending other users

 (6) Violating copyright laws or software licensing agreements

 (7) Attempting to crash, degrade performance of or gain unauthorized access to the library's computer system and networks

 (8) Damaging equipment, software or data belonging to the library or other users

 (9) Obstruction of other people's work by overuse of system resources

 Users are expected to abide by all guidelines above, which include rules of network

 etiquette. Library staff will determine what constitutes inappropriate use of the Internet

 or violation of these guidelines. Violations may result in a suspension or loss of Internet

 or Library privileges, at the discretion of the Library Director.

IV. Measures Designed to Restrict Minors’ Access to Harmful Materials

 (A) The library does not select the material on the Internet and has no means or statutory

 authority to assure that only constitutionally protected material is available on the Internet.

(B) Patrons shall follow all federal and state laws in their Internet use, as well as local ordinances and library policies.

 (C) Parents and guardians are strongly encouraged to work with their children to develop

 acceptable rules of Internet use.

 (D) Children 8 years old and younger must be in the company of a parent or responsible

 caregiver at all times in the library.

 (E) Children 9 years old or older are responsible for their own behavior in the library and must

 follow library rules. Children 9 years old or older who use the library unattended should

 have means of contacting a parent or legal guardian.

 (F) The library staff will attempt to contact the parents or legal guardian of children whose

 safety is in doubt.

V. Copyright

 (A) U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction

 or distribution of copyrighted materials, except as permitted by the principles of

 fair use. Users may not copy or distribute electronic materials (including

 electronic mail, text, images, programs or data) without the explicit permission

 of the copyright holder. Any responsibility for any consequences of copyright

 infringement lies with the user; the library expressly disclaims any liability or

 responsibility resulting from such use.

 (B) The library expressly disclaims any liability or responsibility arising from access

 to or use of information obtained through its electronic information systems, or

 any consequences thereof, such as debts incurred from for-pay services.

VI. Scheduling and Use of Computer Stations

 (A) The Internet devices and computer stations are available for walk-in use. Scheduling for the

 computer is in 30 minute increments; patrons should sign their initials on the computer

 usage sheet to reserve their slot. Staff on duty may extend time by additional 30 minute

 increments if there are no other requests for computer usage. If a new patron requests use

 of the computer, the current patron will be asked to finish within their 30 minute slot.

 (B) The library no longer accepts computer reservation requests by phone. The library currently

 offers three Internet computer workstations for the public. Computer sign-up is on a first come,

 first serve basis.

 (C) Library staff will do their best to answer questions regarding Internet searches; however,

 they cannot provide in-depth training on either the personal computer or the Internet.

 (D) No eating or drinking at the computer workstations.

VII. Proctoring Adult Exams

 Library staff may proctor for adult exams upon timely notification from the college and student.

 A proctoring fee of $50 per exam is required to be paid by the school or college for online

 exams. There is no charge for written/paper exams. The school or student will notify the library

 in advance to set up a time and date of the student exam. The proctor fee will be paid following

 the completion of the student exam.