

NEWTON FREE LIBRARY

INTERNET/TECHNOLOGY ACCEPTABLE USE POLICY

Patrons are required to abide by the following guidelines for use of the Library's information technology assets ("IT") or face the loss of Library privileges and possible prosecution:

LIBRARY INTERNET ACCESS USE POLICY

It is not acceptable to use the Library's Internet access via wired or wireless connections for illegal, unauthorized or abusive purposes, including, but not limited to: unauthorized copying of copyright-protected materials in any format; distributing, downloading, displaying or printing pornographic, obscene, threatening or harassing materials; distributing or downloading malicious software (computer viruses, spyware, adware, etc.); distributing chain letters, broadcast letters, or any form of junk mail/spam; establishing, offering or participating in any form of server services including peer-to-peer distribution networks (http, ftp, email, streaming media, file sharing, etc.); degrading network performance ("bandwidth hogging"); accessing, changing, controlling or attacking remote computer systems, networks or devices without authorization.

LIBRARY INTRANET, SOFTWARE AND HARDWARE INFRASTRUCTURE USE POLICY

It is not acceptable to use the Library's Intranet, software or hardware infrastructure for illegal, unauthorized or abusive purposes, including, but not limited to: any activities prohibited by the Library's Internet Access Use Policy as performed on the Library's local Intranets; disabling, circumventing or changing administratively imposed security, configuration and management software on Library computers and hardware; installing and/or using malicious software (computer viruses, spyware, adware, packet sniffers, password crackers, network analyzers/scanners, etc.); opening, moving, unplugging, damaging or using the Library's hardware (computers, monitors, mice, keyboards, scanners, network cabling/routing equipment, printers, wireless access points, security cables/locks, etc.) beyond its intended public use; connecting any equipment to the Library's physical network ports (only wireless connections by the public to the Library's open and freely available wireless network via laptop computers are allowed); stealing, breaking or compromising the security, stability and working order of any Library IT infrastructure through negligent use or with malicious intent. Patrons are responsible for any damage to Library equipment.

POLICIES

Children's Room:

- 1 Children have priority for use of all PCs located in the Children's Room at all times;
- 2 Computers are available on a first come, first served basis;

- 3 Computers may be used for a period of one hour at a time;
- 4 An adult must accompany children under 5;
- 5 Parents are responsible for what their children are viewing on the Internet. Please visit SafeKids.com:

<http://www.safekids.com/child-safety-on-the-information-highway/>

and read the Child Safety on the Internet link for helpful information.

General

- 1 Only one other person may accompany a patron working at any computer;
- 2 2nd Floor Computer Training Lab (“ITTC”): Children age 12 and under must be attended by an adult caregiver at all times.

Approved by Newton Free Library Board of Trustees November 16, 2011