

INSTITUTIONAL COMPUTER USE POLICY

A. PURPOSE

The Livingston Free Library owns and operates computers that are provided for use by the public and are to be used for education, research, academic development, and public service only. Commercial uses are specifically excluded. All users are responsible for using the computers in an effective, efficient, ethical and lawful manner.

This document establishes rules and prohibitions that define acceptable use of these computers. Unacceptable use is prohibited, and is grounds for discipline or legal sanctions under Federal, State, local laws and The Livingston Free Library regulations.

The Livingston Free Library reserves the right to amend this policy at any time without notice.

B. AUDIENCE AND AGREEMENT

All users must read, understand, and comply with the guidelines established by The Livingston Free Library. BY USING ANY OF THESE COMPUTERS, USERS AGREE THAT THEY HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THESE GUIDELINES.

C. RIGHTS

The Livingston Free Library reserves all rights, including termination of service without notice, to the computers to which it provides access. These procedures shall not be construed as a waiver of any rights of The Livingston Free Library, nor shall they conflict with applicable acts of law. Users have rights that may be protected by Federal, State, and local laws.

D. PRIVILEGES

Access and privileges on The Livingston Free Library computers are assigned and managed Library personnel.

E. RESPONSIBILITIES

- Users are responsible for maintaining the following:
- An environment in which access to all The Livingston Free Library computers are shared equitably among users.
- An environment conducive to working or learning: A user, who uses the The Livingston Free Library's computers to harass, or make defamatory remarks, shall bear full responsibility for his or her actions. Further, by using these computers, users agree that The Livingston Free Library's role in managing these computers is only as an information carrier, and that they will never consider transmission through these systems as an

endorsement of said transmission by The Livingston Free Library. When accessing the Internet, users are advised that they may encounter material that may be considered offensive or objectionable in nature or content. Users are further advised that The Livingston Free Library does not assume responsibility for the contents of any of these outside networks. The user agrees to comply with the acceptable use guidelines for whichever outside networks or services they may access through The Livingston Free Library's computers. Further, the user agrees to follow proper etiquette on outside networks. The user agrees never to attempt to transmit, or cause to be transmitted, any message in which the origination is deliberately misleading. The user agrees that, in the unlikely event that someone does transmit, or cause to be transmitted, any message that is inconsistent with an environment conducive to working or learning or with a misleading origination, the person who performed the transmission will be solely accountable for the message, not The Livingston Free Library, which is acting solely as the information carrier.

- An environment free of illegal or malicious acts: The user agrees never to use a system to perform an illegal or malicious act. Any attempt to increase the level of access to which (s)he is authorized, or any attempt to deprive other authorized users of resources or access to any Livingston Free Library computer shall be regarded as malicious and may be treated as an illegal act.
- A secure environment: Any user who finds a possible security lapse on any computer is obliged to report to Library personnel immediately. Knowledge of passwords or of loopholes in computer security systems shall not be used to damage computing resources, obtain extra resources, take resources from another user, gain unauthorized access to resources or otherwise make use of computing resources. All users shall take proper precautions to keep their account passwords secure. Users shall not leave passwords written or displayed where an unauthorized user can view them. Users shall not give their passwords to other users, and will be held responsible for that user's actions if they do.

F. INAPPROPRIATE USAGE

- Users must be sensitive to the public nature of shared facilities. Computing and networking resources should be used only in accordance with this policy. Examples of inappropriate and unacceptable use of the computer system include, but are not limited to, the following:
- Creating, displaying, printing, downloading or transmitting information which may be construed as sexual harassment. This includes, but is not limited to, displaying sexually explicit, graphically disturbing, or sexually harassing images or text.
- Playing games. This includes, but is not limited to, PC based games, Internet games, MUDs or any other type of interactive Internet game playing site.

- Chat rooms. The resources are not available for users to socialize. This includes, but is not limited to, any World Wide Web site designed as a chat room or any IRC site.
- Knowingly or carelessly running or installing on any computer or giving to another user, a program intended to damage or to place excessive load on a computer system or network or to deprive authorized personnel of resources or access to any computer. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.
- Attempting to access data being transferred through the network or files on any computer connected to the network without the owner's permission.
- Installing, changing, or removing of software or any Library installed data on any computer. This includes but is not limited to, changing system defaults, customizing settings to your own preferences, deleting files from the system not belonging to yourself, storing personal data files of any kind in any location other than a personal storage device that can be removed from the computer.
- Deliberately wasting/overloading computer resources. This includes but is not limited to, printing out multiple copies of a document or printing out large documents that may be available on-line and that might impact significantly on The Livingston Free Library's printing resources.
- Use of E-mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending mail that is known to be unwanted. This also applies to material originating from The Livingston Free Library but sent to other sites or persons on the Internet. Chain letters, mass mailings (SPAM), and advertisements fall into this category and are unacceptable uses of the computer system.
- Use of computing facilities for financial gain or commercial purposes.
- Violation of software copyrights and usage licensing agreements.

G. VIOLATIONS

An individual's computer use privileges will be suspended immediately upon the discovery of a violation of these policies.

Violations of some of the above policies may constitute a criminal offense.

H. TIME LIMITS

Individuals will be limited to thirty minutes of usage time if other patrons are waiting to use the computer. Staff may extend or shorten usage time as necessary to maintain reasonable operations of the facility.

All patrons will be notified fifteen minutes prior to closing time to end their computer use. All patron use must stop ten minute prior to closing, and staff will turn off all computer five minute prior to closing.