**Ridgeland Area Library Internet Use Agreement and Computer Rules**

The Ridgeland Area Library, under the direction of the Village of Ridgeland, provides Internet access to all valid cardholders including children. Before using any Internet workstation at the Ridgeland Area Library, a patron must agree to and sign this "Ridgeland Area Library Internet Use Policy and Patron Agreement" (the "Policy"). Children under the age of 18 must have signed parental permission to use the Internet, as indicated on this Policy.

**Internet Content**

The Library does not monitor and has no control over the information accessed on the Internet and will not be held responsible for its content. The Internet is unregulated and its contributors represent a variety of points of view. Not all sources on the Internet provide accurate, complete or current information and many sites may offend some patrons. The Library expressly disclaims and shall have no liability for any direct, indirect or consequential damages related to information obtained from the Internet.

The accessing or use of the Internet through any equipment or service offered by the Library shall constitute acknowledgment of this policy’s disclaimer and shall be deemed acceptance of its terms and conditions. The Ridgeland Area Library will not be responsible for any incorrect, inaccurate, defective, fraudulent or unlawful information while accessing the Internet through any equipment or service offered by the Library and all users shall expressly assume these risks. Knowingly accessing fraudulent or unlawful information is strictly prohibited.

**Children's Internet Use**

The Library affirms the right and responsibility of parents to determine and monitor their children's use of the Internet. Parents need to be aware that not all Internet sites are appropriate for their children. Parents are encouraged to work closely with their children to select material that is in keeping with personal and family values.

**Access and Usage**

Time limits on the use of Internet workstations are available in 30 minute sessions, as long as there is no one waiting, the times can be extended until someone else requests the time. This is to allow equitable access for all users. The Library reserves the right to change, modify or add time limits as deemed necessary by the Library.

There is a limit of two people per workstation unless a parent is accompanying two children.

Printing of materials is allowed. There is a charge for printing $0.10 per page. Patrons may not attach personal hardware or load software onto Library computers.

Patrons may not invade the privacy of others. The Library does not provide e-mail accounts to users; however, users with existing e-mail accounts may access their accounts. The Library assumes no responsibility and shall have no liability for any claim or damage that result from the provision of such access to users.

Patrons may not engage in any activity that is harassing or defamatory. The viewing or downloading of obscene materials or child pornography is prohibited. Illegal activities or any activities that are intended to interfere with or disrupt Library patrons, employees, services or equipment are prohibited. The Library cannot guarantee privacy in using the Internet. In addition, the Library reserves the right to monitor the use of its Internet services and to review any electronic data on the Library's lines (including e-mail communications) if necessary for the proper operation of the Library or to ensure compliance with this Policy and/or local, state or federal laws. The Library reserves the right to take appropriate action to ensure compliance with this Policy, or any local, state or federal law. The Library reserves the right to revoke or suspend Library or Internet privileges for violation of this Policy or for violation of any local, state or federal law. In addition, unlawful activities will be reported to the Dunn County Police Department and dealt with in an appropriate manner.

Patrons must agree to take proper care of all hardware, software documentation and all other equipment that are the property of the library. At no time will the user may not make unauthorized changes to the setup or configuration of the Library software or hardware

or move or delete icons, etc. Users are not permitted to install software programs on library computers without prior staff approval.

Patrons accessing the Library’s wireless service and using their own computer equipment must also comply with the Library’s Internet Policy guidelines.

When there is any fault with any equipment or materials, the user will immediately report any difficulty or problem to a library staff member.

**Library Staff Support**

Library staff is available for basic assistance. However, the staff may not be familiar with every application and due to scheduling constraints there may not be an Internet trained staff person on duty at all times. Users are expected to have basic knowledge of computer usage or should bring someone to assist them.

**Copyright**

Materials obtained or copied from the Internet may be subject to copyright law. Material protected by copyright may not be reproduced or distributed without the permission of the copyright owner, with certain limited exceptions. Violation of copyright laws may subject a user to legal action. Responsibility for compliance with copyright laws and all consequences of copyright infringement lie with the user. The Library disclaims any liability or responsibility related to copyrights resulting from patron Internet use.

**Revision of Policy**

The Library reserves the right to revise this policy from time to time. If revised, a copy of the current Policy will be available at the Check Out Desk. All patron use of the Library Internet workstations must be in compliance with the current Policy whether or not a patron has signed or read the revised Policy

**Patron Authorization and Signature**

I have read and acknowledge the Policy.

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library Card #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For users under 18, the minor's name should be printed above and parent or guardian must sign below. I have read and acknowledge the Policy and I authorize my child to use the Internet connection at the Ridgeland Area Library. I recognize that the Library Internet workstations provide unfiltered Internet access and many Internet sites are inappropriate for children and I knowingly accept any and all risks involved in or resulting from my child's use of the Internet connection at the Ridgeland Area Library.

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library Card #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Adopted: 9/30/2015**

Revised: