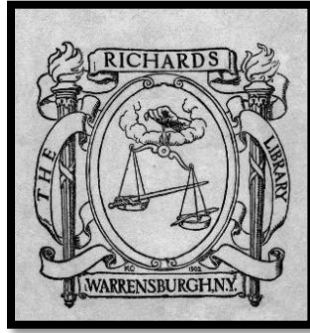


# The Richards Library Policies



## Internet Use

The following are rules and regulations approved by The Board of Trustees of The Richards Library. These rules are effective February 6, 2017 and will be reviewed bi-annually.

The Board of Trustees makes the Internet available for uses that will enhance the Library's role as an essential community resource. From this point forward, the term internet is inclusive of both the physical wiring entering the building and the wireless capabilities of connection surrounding the building.

### **RULES GOVERNING USE:**

In order to allow all users an opportunity to use the equipment, patrons are asked to comply with sign-up and time limitations.

All users are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing.

Library Internet connections may not be used for any illegal activity including, but not limited to:  
Damaging or altering computer equipment, systems or software  
Displaying, printing or sending any material that is illegal, libelous, threatening or harassing  
Downloading or installing any harmful program defined as, but not limited to, spyware, viruses, Trojans, malware, ransomware or any other illegal utility on any computer  
Violating copyright or trademark laws, software licensing agreements or intellectual property rights

Users engaging in these activities may lose computer privileges and/or be asked to leave the Library. Library staff may summon law enforcement authorities.

### **ACCESS BY CHILDREN:**

The Library affirms the right and responsibility of parents and legal guardians to determine and monitor their own children's use of Library materials and resources. To assist parents in their responsibility for their children's use of the Internet, the Library:

**Requires any child under 16 years of age to have signed permission to access the internet at The Richards Library:**

Considers placement of public computers in library location to minimize inadvertent viewing of public computer sessions;

Regards children's safety and security when using electronic mail, chat rooms, gaming, and other forms of electronic communications;

Prohibits unauthorized access, including "hacking" and other unlawful activities by children;

Protects against unauthorized disclosure, use and dissemination of personal identification information regarding minors;

Restricts children's access to Internet sites that are harmful to minors;

**Children/Teens under the age of 16 are limited to 45 minutes of computer/Internet access per day, unless they are using their own equipment, i.e., cell phones, I-Phones, tablets and laptops. If additional time is needed for research/homework, the Child/Teen that is under the age of 16, may have up to 90 minutes to do said research/homework. If the Child/Teen is 16 or older, they are not required to sign this document, but will be limited to 1 hour.**

I have read and agreed to the terms and conditions of The Richards Library Internet Use Policy.

Child's Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

**Revised by the Board of Trustees on 6 Feb 2017  
Reformatted, Reviewed and Approved: April 19, 2018  
Reviewed, Amended and Approved: 10 Apr 2019**