



Serving Appling, Bacon, Clinch, Pierce, and Ware Counties

Internet Acceptable Use Policy for Patrons

Approved by Regional Library Board of Trustees on November 7, 2016, revised May 7, 2018

The Okefenokee Regional Library System offers free Internet access to the public for their educational, informational, and recreational purposes. Users with their own devices may access the wireless Internet service in their respective branches during operating hours; after hour access is limited to outside the Library branch building. Users who need to use Library devices may access their branch's computers with a valid PINES Library card; accounts must carry a balance of less than \$5.00. Library staff will provide parents who chose to limit their child's access to Library computers an opt-out form.

Guest Use

Guest passes are available on a limited basis and will be offered to users at the discretion of Library staff. Guest passes *may* be considered for users who:

- 1) Are visitors to the area and do not have the ability to apply for a PINES Library card;
- 2) Owe more than \$5.00 on their Library account and are unable to pay on their account;
- 3) Have forgotten or lost their Library cards and do not currently have the means to replace their Library cards.

Users are limited to no more than three (3) uses of a guest pass in a three (3) month period.

Internet Users are Reminded That

1. Not all sources on the Internet provide accurate, complete, and/or current information;
2. Public library computer terminals are neither private nor secure;
3. Users are responsible for any charges they incur from their use of the Internet;
4. Users should exercise caution before revealing any personal identification over the Internet;
5. The best and safest practice when receiving an email message from an unknown person or source is to delete it before opening or reading it.

Rules of Conduct for Use of Library Internet Access

Failure to comply with the Rules of Conduct listed below may result in the termination of the user's session, the loss of Internet access, and/or access to Library devices at the discretion of Library staff. Severe infractions may also result in the loss of Library privileges and/or possible prosecution.

- Internet computers are not to be used for illegal activity and/or to transmit, receive, or access illegal materials, pornography, and/or other obscene materials.
- Installation, downloading, or modification of software is prohibited.
- Users will respect copyright laws and licensing agreements.
- Users will not attempt to gain unauthorized access to restricted files or networks, and/or to damage or modify computer equipment, computer settings, or software.
- Payment is required at the time of printing.
- Users must end their session when asked to do so by Library staff.
- Users will respect the privacy of other users and refrain from intentionally viewing other users' screens and computer-related activities.

- Users under the age of six (6) years of age must have a caretaker twelve (12) years of age or older present in the immediate area and within sight of the user while they are using Library Internet computers.
- Users may ask Library staff for limited assistance; Library staff may assist users as time and resources allow. The user understands that they are ultimately responsible for what happens during their computer session and that Library staff and the Okefenokee Regional Library assume no responsibility for any information relayed or actions taken by the user during this assistance.
- Users may ask Library staff for limited assistance with their personal devices; Library staff may assist users with their personal devices to help access Library resources and services as time and resources allow. Library staff and the Okefenokee Regional Library System assume no responsibility for any damages done directly or indirectly to personal data and equipment during this assistance.