

## Jefferson County Public Library Internet Use and Safety Rules

The following rules are endorsed by Jefferson County Public Library. These rules apply to the use of library computers and the use of the library's Wi-Fi service.

### General Usage

1. All users are responsible for obeying state and federal laws.
2. All users are responsible for respecting copyright laws, licensing agreements, assuming responsibility for payment of fees and any fee-based service.
3. Users have a 2-hour per day system-wide limit on computers.
4. Users may not attempt unauthorized access (including hacking) to any computer system.
5. Guest logins are available for those without library cards. Adults have the option of requesting guest logins to be for filtered or unfiltered access. Minors requesting a guest login must use filtered access passes unless there is a parent or legal guardian present, giving permission for unfiltered access.
6. All users should be cautious about providing personal information while using chat rooms, e-mail, instant messaging, discussion groups, newsgroups, game rooms, and all other forms of online communications.
7. Jefferson County Public Library does not encrypt data sent or received through our Internet services so the connection should not be considered secure. The Library does secure information submitted for My Library Account functions and online payment of library fines/fees via our catalog.
8. Patrons viewing explicit images in the library will be required to by staff to ensure that the images cannot be viewed by others. Options include privacy screens for library computers, changing the angle of laptop screens and other privacy measures. Refusal to do so, when requested by the library staff, constitutes a breach of the Library Disturbance Policy.
9. Viewing of Child Pornography is illegal under both Colorado and Federal law.

### Safety of Minors

10. Chat rooms, e-mail, and other online communications are not permitted in the Children's Departments.
11. Patrons viewing explicit images in the Children's Departments will be required to either move to less explicit sites or to leave the department. Refusal to comply, when requested by the library staff, constitutes a breach of the Library Disturbance Policy.
12. Parents or guardians who wish their minor child to have unlimited access to the Internet can either personally oversee their child's use of the Internet and other forms of information or provide pre-authorization by requesting, in person, that the child's card is modified.

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### Safety of Minors (*continued*)

13. Users should not make unauthorized disclosure or dissemination of a minor's (under age 17) personal information while using the Internet, e-mail, or other online communications.
14. Minors must have authorization from a parent or guardian to disclose their personal information.

### Document Review Dates

<b>Policy Name:</b>	<b>Internet Use and Safety Rules</b>
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