	Policy Title	Policy Number
Camas Public LIBRARY	Internet / Personal Device Acceptable Use Policy	6.1

I.   Statement of Principle
   a.   The Library will not limit access to public computers or the internet based on the age of the user. It is the responsibility of the user to determine what materials are appropriate and suitable for his or her use. Parents of minor children must assume responsibility for their children's use of the internet either through the Library's computers or the wireless network.
   b.   The City of Camas and the Camas Public Library assume no responsibility of any damages, direct or indirect, arising from use of the Library's hardware, software, or connections to the internet.
   c.   All Library staff will treat the content of patrons' files and the use of electronic files as private and confidential.
   d.   The Library Director is responsible for establishing procedures to carry out and enforce this policy.

II.   Filtering
   a.   Public internet computers and the Library's Wi-Fi network operate with filtering software. The Library's filtering provisions aim to ensure that the Library is safe and welcoming for children and to allow adults to make their own choices regarding filtering.
        i.   All users will have a filter setting of "Basic" when first logging in.
        ii.   Users under age 17 will have the filtered level of "Basic" at all times. Parents may choose an "Enhanced" filter level which provides additional restrictions.
        iii. Adults may choose any level of filtered or unfiltered access. If desired, staff can adjust a patron's individual, temporary settings by request.

III.   Children's Computers
   a.   To better serve children, the computers in the Children's Room are only for the use of children age 12 and younger, and for adult caregivers accompanying or assisting children age 12 and younger. The children's computers are set to the enhanced filtering level.

IV.   Limits
   a.   To access the internet on a Library computer or network, a user must use their own Library card number. Visitors who do not have a Library card may request a guest pass at the service desk.

Each individual is limited to a two-hour session of internet access per day on Library computers initially. If there are no reservations for the computers, a session may be renewed. Reservations are held for 10 minutes; after that a new reservation is required.

There is no guarantee that a wireless device will work with the Library's wireless network, nor a guarantee that the network will be available at any specific time.

Library staff will provide limited guidance for computer use, application use or wireless settings. Library staff will not perform changes to computer settings or maintenance on a user's personal wireless device.

V. Privacy
   a. The Library is a public environment shared by people of all ages and users must not expose others to objectionable materials. Users of the Library computers and internet should have no expectation of privacy. Others may see what is being viewed or be involuntarily exposed to what is being viewed.

   Wireless access is unsecured. Any information sent or received may be intercepted by another wireless user. Users should be careful when transmitting personal information.

   The Library staff routinely monitors public computers, especially when a violation of this policy or illegal activity is suspected.

VI. Acceptable Use
   a. Use of the internet and computers are governed by the Library's Rules of Conduct policy and these acceptable use provisions.
      i. Users will relinquish use of the terminal when their time has elapsed
      ii. Users may not attempt to run or execute programs or applications from personal storage media.
      iii. Users may save files and downloads **to supported removable media. The Library is not responsible for damage to personal media or for any corruption of data.**
      iv. User are allowed to print ten (10) free black and white pages. Charges will apply thereafter.
      v. Users will exercise reasonable care in the use of the equipment and software at all times.
      vi. Users must notify Library staff of any malfunction in the equipment and software that may occur while the station is in their care.
   b. It is prohibited to:
      i. Edit or alter system files.
      ii. Engage in any activity, which purposefully seeks to gain unauthorized access to resources, or disrupts the intended use of the computers.
      iii. Knowingly introduce a virus or other malware.
      iv. Use any Library computer for illegal or criminal purposes.
      v. Read or attempt to read another person's computer use or compromise the privacy of users.
      vi. Use another person's Library card account to access computers.
      vii. Subject other Library users or staff to images which could be considered objectionable.

c. Users understand that information obtained from the internet is used "at your own risk" and that the Library makes no guarantees as to the accuracy or validity of information obtained, displayed, or printed from the internet.

d. Users shall defend, indemnify, and hold the City of Camas, its officers, employees, and agents harmless against all claims, actions, and judgments based upon or arising out of the use of the Library's computers, web servers, or from its connections to other internet services.

e. Failure to comply with these rules may result in the revocation of internet and/or Library privileges.