



Computer and Internet Use Policy

The Altamont Free Library provides Internet access and personal computing resources to its patrons as an extension of our mission to provide equal and uncensored access to resources in a wide variety of formats. While the internet provides useful and interesting information, it also contains inaccurate, controversial and offensive material. The library is not responsible for the accuracy, authenticity or suitability of internet content. Patrons use the Internet at their own discretion. The library is not responsible for any loss or damages, direct or indirect, resulting from its connection to the Internet or from any other use of its personal computing resources. Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users activities. The library will not release information on the use of specific Internet resources by members of the public, except as required by law or when necessary for the proper operation of the library.

Procedure

To maximize availability of this service for all patrons, the following procedures and guidelines are used.

1. Access is granted on a first-come, first-served basis.
2. Use is limited to one hour at a time if there are users in excess of the number of computers available. Patrons are limited to two hours per day except at the discretion of library staff.
3. No more than two individuals may use a computer station at a time.
4. There is a charge for printing which is publicly posted.
5. Storage devices needed to save files are the responsibility of the patron.
6. Patrons are responsible for securing all personal information, including but not limited to user names, passwords, and account information. This includes deleting all personal documents from the computers, closing out of all programs and signing out of all accounts. The library is not responsible for securing any information left accessible on public computers.
7. Patrons accessing audio content must use headphones, whether using library devices or personal devices.

Restrictions

Committing or attempting to commit any activity that constitutes a violation of any federal, state or local statute or ordinance is prohibited. The Altamont Free Library will not monitor any patron's use of the internet so long as it is being used in a manner consistent with library policies.

1. Patrons may not send, receive or display text or graphics that may be reasonably be construed as obscene or disruptive by Library Staff or patrons.

2. Children age 9 and under must be accompanied by an adult when using the Internet.
3. Parents and guardians have the sole right to decide what is appropriate use for their child, subject to library use policy. As of February 1, 2017, any library user under the age of 17 must receive written permission from a parent or guardian in order to use library computers. The parent or guardian must have reviewed the library's Computer and Internet Use Policy and signed and returned a permission form to library staff.
4. Violating system security is prohibited.
5. Downloading programs and using personal software on Library equipment is prohibited except at the Director's discretion.
6. Damaging equipment, software or data is prohibited.
7. Distribution of unsolicited advertising is prohibited.
8. Invasion of the privacy of others is prohibited.
9. Engaging in activity that is harassing or defamatory is prohibited.
10. Eating and drinking in the computer area or while using Library laptops is prohibited.
11. Patrons may not use a portion of the library's wifi bandwidth sufficient to significantly slow or interfere with the normal use of wireless devices by other patrons. Doing so may result in the library's temporary reduction of bandwidth available to the offending devices.

Violation of the above restrictions may result in loss of computer access. Repeated violations may result in the patron being banned from library property for up to one year, consistent with the Altamont Free Library Patron Conduct Policy.

Guidelines for Use by Minors

To address the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications, the Library recommends the following safety guidelines. Minors should:

1. Always ask their parent's permission before using their full name, address, telephone number, or school name anywhere on the Internet.
2. Tell a parent or adult that they trust if they see something frightening or that they do not understand.
3. Never respond to messages or give your password online without parental approval.
4. Never give a credit card number or password online without parental approval.
5. Never arrange to meet in person someone they have met online unless they discuss it with their parents or guardian and are accompanied by a parent or guardian.

Adopted August 11, 1997

Revised and amended January 14, 2008 & November 11, 2016



Computer & Internet Use Permission Slip for Minors
(Required for any minor under 17 years of age)

Dear Parents and Guardians,

As of February 1, 2017, library users under the age of 17 will be required to receive a parent or guardian's permission before using Altamont Free Library computers. Our goal in establishing this policy is to ensure that all library users are aware of the responsibilities and risks associated with the use of the internet. Please be aware that the Altamont Free Library does not employ filtering technology on our computers and access to the internet is limited only by the restrictions contained in the Computer and Internet Use Policy. Please review the attached policy with your child, sign the form below and return it to the library staff. If you have any questions, comments or concerns, please do not hesitate to contact me at (518) 861-7239 or by email at director@AltamontFreeLibrary.org.

Sincerely,
Joseph Burke, Director
Altamont Free Library

I give my son/daughter permission to utilize the internet services available at the Altamont Free Library. I have read the Computer and Internet Use Policy and have explained its contents to my child. As a parent/guardian, I take full responsibility for the internet information selected and accessed by my child. **If a child is under the age of 9, I know that it is required that he/she be accompanied by a parent/guardian when using the internet on library devices.**

Internet User's Name

Date of Birth

Parent/Guardian Name _____

Mailing Address _____

Telephone Number _____

Signature of Parent/Guardian

Date