

Lincoln Heritage Public Library (LHPL) Computer & Internet Use Agreement Form

The Library reserves the right to monitor all use of the computers and review any materials stored in files to which all Internet users have access, and shall remove any material which, in its opinion, does not comply with this document.

The use of Library computing resources is a privilege and is subject to the following rules and restrictions. The following intentional actions are considered unacceptable and may result in loss of computer resource privileges, library privileges, and/or prosecution by local, state, and federal authorities.

1. Accessing, transmitting, uploading, downloading, or distributing material or language, including, but not limited to pornography, child pornography, obscene material, abusive, sexually explicit, material harmful to minors, or in violation of local, state or federal law;
2. Developing, transmitting, or distributing material that is intended to annoy, harass, or alarm another person, or material that insults, or potentially defames, slanders, or libels another person, including, but not limited to malicious, threatening, harassing, or obscene behavior. Obscene behavior includes public display of obscene materials on a computer screen or in hard copy;
3. Engaging in any illegal activities using library computers or networks;
4. Vandalizing, damaging, modifying or disabling library computers, networks, software, electronic resources, or any library property, or violating or attempting to violate a computer's security system;
5. Attempting to gain unauthorized access to, or to distribute, any of LHPL's confidential personal information, computing information, or other private information;
6. Users shall respect all copyright laws and licensing agreements pertaining to software, files, and other resources obtained via the Internet and all other protected material;
7. Attempting to obtain from another Internet user, or to provide another Internet user with, personally identifying information about a minor;
8. Violation of another person's privacy;
9. Disrupting others' use of computer resources in any way;
10. Minors shall not disclose personal identification information on the Internet.
11. Patrons have the sole responsibility of properly logging off of personal accounts (email, banks, online employment applications, etc.)

**By signing this agreement, I shall abide by the rules of the Computer & Internet Use Agreement Form and understand that if I violate any of the rules stated above, I will be denied use of the computers at Lincoln Heritage Public Library as stated below.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Birthdate of Minor Child

**The library reserves the right to deny computer use to anyone who does not comply with these guidelines.**

- First offense: Immediate suspension from using LHPL computer access (including Wi-Fi) for one month and an incident report will be filed with the library director's office.
- Second offense: Immediate and permanent loss of LHPL computer access (including Wi-Fi) with Lincoln Heritage Public Library and an incident report will be filed with the library director's office.
- A record of offense(s) will be noted on the patron's library account. A form letter will be presented to the patron at time of offense and also mailed to the patron's address on record. The library reserves the right to monitor what appears on the computer screens and the activities that are being carried out on the computers in the library.