

SACHSE PUBLIC LIBRARY

COMPUTER USE POLICY

Regulations for Computer Lab Use

1. Access Rules:

- a. A Sachse Public Library card or guest pass issued to the User is required to use the computer lab. Card sharing is prohibited, including sharing amongst family members. Guest passes will be issued to persons 18 and over. Identification is required for a guest pass and be issued to out of state residents only. Texas residents will be required to get a library card.
- b. Patrons with overdue items or a fine over \$5.00 cannot use the computer lab until all overdue items are returned and there is a balance less than \$5.00 on their account.
- c. The computers are available on a first-come, first-served basis. Sessions are one hour long with a maximum of up to three hours per day. Users must close all programs and leave the workstation immediately at the end of their allotted time. Time limits may be limited depending on availability of computers.
- d. The computers will log off automatically at fifteen minutes before closing. Because of our software, any documents saved to the computers will be automatically deleted whenever the computers restart or the User logs off.
- e. No food or drinks are permitted in the computer lab.
- f. A minor's use of the computers is the responsibility of the minor's parents or legal guardians
- g. Users must comply with the Library's general rules of conduct when using the computer lab.

2. Illegal Activity Prohibited:

- a. Users may not use the Internet or Library computers for any illegal activity or to access illegal materials. This includes, but is not limited to, the following:
 - i. Texas Penal Code, §43.22, as amended: A person commits an offense if he intentionally or knowingly displays or distributes an obscene photograph, drawing, or similar visual representation or other obscene material and is reckless about whether a person is present who will be offended or alarmed by the display or distribution.
 - ii. Texas Penal Code, §43.23, as amended: A person commits an offense if, knowing its content and character, he wholesale promotes or possesses with intent to wholesale promote any obscene material or obscene device.

- iii. Texas Penal Code, §43.24, as amended: A person commits an offense if, knowing that the material is harmful: (1) and knowing the person is a minor, he sells, distributes, exhibits, or possesses for sale, distribution, or exhibition to a minor harmful material; (2) he displays harmful material and is reckless about whether a minor is present who will be offended or alarmed by the display; or (3) he hires, employs, or uses a minor to do or accomplish or assist in doing or accomplishing any of the acts prohibited in (1) or (2) above.
- iv. Texas Penal Code, §43.26, as amended: A person commits an offense if the person knowingly or intentionally possesses, or knowingly or intentionally accesses with intent to view, visual material that visually depicts a child younger than 18 years of age at the time the image of the child was made who is engaging in sexual conduct [...], and the person knows that the material depicts the child as described above.
- v. U.S. Copyright Law (Title 17, U.S. Code) prohibits unauthorized reproduction or distribution of copyrighted materials except as permitted by principles of “fair use.” Responsibility for copyright infringement lies solely with the User.
- vi. Federal Law (18 U.S Code 1030) or state law (Texas Penal Code, Chapter 33) regarding computer crimes.

3. Privacy/Security:

- a. Users may not disrupt or disturb other computer users, and should respect the privacy and sensibilities of other Library patrons. This includes, but is not limited to, refraining from the following behavior: talking with other patrons, disruptive cell phone usage, loud music, or displaying text or graphics that may be reasonably construed as offensive.
- b. The Library does maintain internet filters. However, Users are responsible for what they access on the computers.
- c. Library staff can monitor computer usage and reserves the right to do so when a violation of its policies or regulations is suspected.
- d. Users shall be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding their activities. The Library will only release information on the use of specific resources by members of the public when required to do so by law or as may be necessary for the proper operation of the Library.

4. Installation/Modification of Software/Programs Prohibited:

- a. Installation, downloading, and modification of any software applications from the Internet or from USB, CDROM, or any other application on the hard drive of any computer in the Library's computer lab are prohibited.
- b. Users may not reconfigure any files of any hardware or software on the computers.
- c. Users may not disrupt or interfere with the Library's network services. This includes, but is not limited to: attempts to add, modify, or remove system software or other system elements. Thumb or USB drives and similar storage devices may be used with the computers for the purposes of saving documents and information.

5. Violations of Sachse Public Library Computer Use Policy:

Violation of any part of this Computer Use Policy, failure to use the computer workstations appropriately or responsibly, or failure to comply with Library staff directives regarding usage may result in termination and/or suspension from the facility as determined by the library manager online session by Library staff and/or the revocation of all computer privileges, as determined by the Library Manager. Unlawful activities will be referred to the appropriate legal authority and will be dealt with in a serious and appropriate manner.