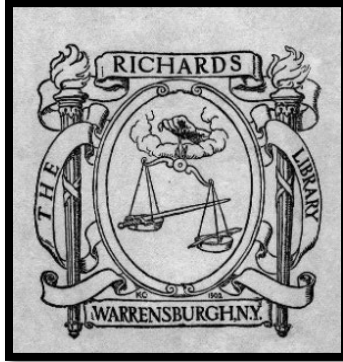


# The Richards Library



## Internet and Equipment Use Policy

The following are rules and regulations approved by The Richards Library Board of Trustees. These rules are effective February 6, 2017 and will be reviewed every 5 years.

The Board of Trustees makes the internet available for users that will enhance the Library's role as an essential community resource. From this point forward, the term internet is inclusive of both the physical wiring entering the building and the wireless capabilities of connections in and surrounding the building.

### **RULES GOVERNING USE:**

In order to allow all users an opportunity to utilize the equipment, patrons are asked to comply with sign-up and time limitations.

All users are asked to respect the privacy of other users and not attempt to censor or comment upon what others are viewing.

Library internet connections may not be used for any illegal activity including, but not limited to:

- Damaging or altering computer equipment, systems or software;
- Displaying, printing or sending any material that is illegal, libelous, threatening or harassing;
- Downloading or installing any harmful program defined as, but not limited to, spyware, viruses, Trojans, malware, ransomware or any other illegal utility on any computer;
- Violating copyright or trademark laws, software licensing agreements or intellectual property rights.

Users engaging in these activities may lose computer privileges and/or be asked to leave the Library. Library staff may summon law enforcement authorities.

**ACCESS BY CHILDREN:**

The Library affirms the right and responsibility of parents and legal guardians to determine and monitor their children's use of Library materials and resources. To assist parents in their responsibility for their children's use of the internet, the Library **requires, on a yearly basis\*, any child under 16 years of age to have a permission slip, signed by a parent/guardian and maintained by the Library, to access the internet at The Richards Library.**

In general, parents/guardians of children should also be aware that The Richards Library also applies the following criteria:

- Considers placement of public computers in the Library to minimize inadvertent viewing of public computer sessions;
- Regards children's safety and security when using electronic mail, chat rooms, gaming, and other forms of electronic communications;
- Prohibits unauthorized access, including "hacking" and other unlawful activities by children;
- Protects against unauthorized disclosure, use and dissemination of personal identification information regarding minors;
- Restricts children's access to internet sites that are harmful to minors.

**Children/teens under the age of 16 are limited to 45 minutes of computer/internet access per day, unless they are using their own equipment, i.e., cell phones, tablets and laptops. If the child/teen is 16 or older, they are not required to have a signed permission slip, but will be limited to 1 hour. If additional time is needed for research/homework, the child/teen may have up to 90 minutes to do said research/homework.**

*By signing, I agree to the rules and regulations set forth in The Richards Library Internet and Equipment Use Policy.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Print Parent/Guardian

\_\_\_\_\_  
Relationship to Child

\_\_\_\_\_  
Date

**\*The year-to-year requirement is based upon the Warrensburg Central School District's calendar school year, or September to September.**

**Revised and Approved by The Richards Library Board of Trustees: February 6, 2017**  
**Reformatted, Revised, Reviewed and Approved: April 19, 2018**  
**Reviewed, Amended and Approved: April 10, 2019**  
**Reviewed, Amended and Approved: April 6, 2021**  
**Revised, Reviewed and Approved: June 7, 2022**