



CITY OF RANCHO CUCAMONGA

**TECHNOLOGY CENTER,
PUBLIC COMPUTER USE & INTERNET
POLICY**

POLICY NO.:
PAGE 1 OF 2
EFFECTIVE: 06/13
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PURPOSE

As part of its stated mission, the Rancho Cucamonga Public Library provides public access to computers and to the Internet primarily to better serve community educational needs. The purpose of this policy is to outline guidelines for the use of public computers and the Internet (including the City of Rancho Cucamonga's wireless network) when accessed through services provided by the Rancho Cucamonga Public Library.

GUIDELINES

The overarching expectation of this policy is that patrons will use the Library's public access computers safely and responsibly.

Public Access Computers

1. Public access computers are located in the Library Technology Centers, as well as the Children's and Teen areas. The Tech Centers are open all hours the library is open, except for times when classes are being conducted. When classes are in session, the Tech Centers may be closed to general public use.
2. A valid Rancho Cucamonga Public Library card is required to use public access computers.
3. Patrons with library fines and/or fees over \$5 will be blocked from using public computers.
4. Use of public access computers is on a first-come, first-served basis. The Library may impose time restrictions on computer use based on demand.
5. Public access computers are designed to be used by individuals. At the discretion of Library staff, individuals may share a computer if it will not cause disruption to others or impede with access in and around computer area.
6. Library staff cannot provide detailed help or individual instruction on the use of the computer programs, Internet or any websites the patron may be using or interested in accessing. However, staff will make every effort to assist users, and may also refer users to Library material which may be helpful.
7. Saving files may only be done to a user-supplied storage device.
8. Files may be printed from computers at a cost designated by the Library.

Internet Use/Wireless Access

9. The Internet consists of resources outside of the Rancho Cucamonga Public Library. Some material may not be completely accurate, comprehensive or current. Some material may be considered offensive. The Rancho Cucamonga Public Library has no control over the material on the Internet other than what it has directly posted via its own home page. The Rancho Cucamonga Public Library cannot assure the validity of all information, nor can it protect the public from offensive material. The Rancho Cucamonga Public Library cannot assure access to all resources at any given time as they may be busy, available only to authorized persons, or may no longer be available.
10. All computer users must adhere to an Internet site's use policy or terms of agreement.
11. A "filtering" program is installed on all public access Internet terminals. Computers in children's areas have additional filters applied to limit access to select sites, chat rooms and email.
12. Certain computer protocols such as FTP and POP have been disabled, and downloading any executable files will be blocked on computers to preserve computer network security. Other programs such as streaming media or chat may not be available in order to preserve network bandwidth.
13. The Rancho Cucamonga Public Library is not liable for costs incurred through patron use of fee-based services.

Minor's Use

14. Minors will be allowed to access the Internet only with *parental* permission. Parents, and not the Library, have the responsibility to supervise and guide the use of the public access computers and the Internet by their children.
15. Only children 12 and under may access the computers in the Children's Room. Only children 13-17 years old may access the computers in the Teen area. Computer users 13 years and older may also use computers in the Technology Centers. Any child under age 12 must be supervised by a parent or designated guardian over 14 years of age.

Implied Consent

16. By accepting this policy, the individual agrees to abide by the computer use policy of the Rancho Cucamonga Public Library.
17. It is not appropriate to use public access computers or Internet to interfere with or disrupt other users, services or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, harassment, viewing material that can be considered objectionable in the presence of minors, propagation of computer viruses, or use of the network to make unauthorized entry to any other machine. Patrons will not use computers for any illegal activity including copyright violations, or place any text, data, graphics, images, messages, communications, files or other material related to any illegal activity on the Internet.
18. The Rancho Cucamonga Public Library may suspend and/or terminate computer or Internet access privileges if the Library reasonably believes that any user has violated these policy guidelines. The Rancho Cucamonga Public Library will review these matters on a case-by-case basis.