Cobb County Public Library System
Computer Access and Internet Safety Policy
Approved by Library Board of Trustees, June 24, 2002; July 22, 2002; February 24, 2003; July 28, 2003; May 23, 2005; August 22, 2005; May 22, 2006; March 27, 2007; August 25, 2008; January 25, 2010; January 23, 2012; February 24, 2014; March 28, 2016; March 26, 2018

Users of the Internet are expected to obey all local, state and federal laws and the Computer Access and Internet Safety Policy of the Cobb County Public Library. **Display of objectionable material or failure to abide by these laws and policies may result in loss of Internet privileges and/or expulsion from the Library and notification of law enforcement agencies.**

It is illegal under any circumstance to access any sites that violate the laws of the State of Georgia. There is a compelling State interest in restricting access to sites that promote obscenity or child pornography as defined in O.C.G.A 16-12-80 and O.C.G.A 16-12-100.2 or which are harmful to minors as defined in O.C.G.A 16-12-100.1.

Disclaimer

Links to external sites may be found on the library's web pages. The library follows its materials selection guidelines in linking to other web sites. Beyond this, the library has not participated in the development of these sites and does not exert any editorial control over these sites. Any link to another website is not an endorsement from the library. The library does not warrant that its web site, the server that makes it available, or any links from its site to other sites are free of viruses or other harmful components.

User Responsibility

The library does not monitor or control the content of the material accessed through the Internet and cannot be held responsible for its contents. The library assumes no responsibility and shall have no liability for any direct, indirect, or consequential damages arising from the use of information found on the Internet, or any communications sent using the library's network.

Usage

Use of the library's network for the transmission, dissemination, and/or duplication of information is regulated under various state and federal laws. The library expects all users to comply with such laws.

POLICY ON USE OF LIBRARY COMPUTERS AND THE INTERNET

1.   Users must abide by all local, state and federal laws, including, but not limited to, those pertaining to obscenity (O.C.G.A. 16-12-80) and child pornography (O.C.G.A. 16-12-100.2) and information harmful to minors (O.C.G.A. 16-12-100.1).

2.   Other prohibited uses include, but are not limited to:

- Use of someone else's card to access the Internet;
- Violation of another user's privacy or network security;
- Unauthorized disclosure, use, and dissemination of personal identification information;

- Any changes to computer settings, wallpaper, bookmarks, etc.;
- Unauthorized access to or "hacking" of other computers or networks;
- Harassment, libel or slander of others;
- Disruption or unauthorized monitoring of electronic communications;
- Unauthorized copying of copyrighted material;
- Violation of software licensing agreements;
- Destruction of or damage to equipment, software, or data belonging to the library or others;
- Use of Internet access facilities that unnecessarily impede the activities of others;
- Use of sounds and visuals which may be disruptive to others;
- Use of personal software on or downloading software off the Internet to the library's hardware;
- Altering or attaching additional equipment, other than storage devices, to the library's hardware.

Violation of these prohibited uses may result in loss of Internet privileges and/or expulsion from the Library and notification of law enforcement agencies

3.   All computers in the libraries are filtered for inappropriate sexual or violent content. Those in the Children's Departments and some in other areas will remain filtered regardless of level of access allowed on a user's card. Any computer will be automatically filtered when accessed by a child under 17.

4.   Adults 17 and over may choose unfiltered access when signing on to use an Internet computer and must declare that the use is for lawful purposes.

5.   Minors under 17 must have parental permission to use the Internet.

6.   "CobbCat Only" computers do not require parental permission as they are restricted to only those library and library resources' sites and do not have full access to the Internet. Some computers may be designated as "CobbCat Only" or restricted to GALILEO and may not be used for other access to the Internet. "CobbCat Only" computers do not require signup.

7.   A Cobb County Public Library borrower's card and PIN are required for signing on and using the Internet. Courtesy access is available for 1 one-hour period per day for adults 17 and over that live outside of Cobb County. Name identification is required. Courtesy accounts are not permanent and are deleted after 30 days. Any money remaining on the account will be forfeited. Courtesy accounts can be renewed for an additional 30 days.

8.   Library card holders may use computers for ~~1~~ one-hour sessions depending upon the availability of library computers. Additional concurrent sessions may be allowed if no one is waiting. Otherwise, the user must get on the waiting list for an available computer. Persons taking online tests, completing applications, or making use of computers for other special tasks that may require extended time should make their needs known to staff before they log on. Accommodations may be made for one day only, depending on demand at the time.

9.   Information may be printed at a cost of 15¢ per page.

10.   All printing must be pre-paid and is nonrefundable.

11.   All personal external storage devices must be scanned for viruses prior to use.

12.   No more than two people may use an individual workstation at any one time.

13.   A parent or other responsible adult over 17 must accompany and be responsible for computer use by children under age six.

14.   Computers in the Children's Department at certain locations may be restricted to patrons under a certain age limit, for example17 and under or 12 and under (South Cobb is 12 and under) and parents assisting children.

WIRELESS NETWORK ACCESS

1.   Free wireless Internet access is available at ~~selected~~ libraries to users who bring their own electronic devices.

2.   By logging on to the wireless network, users agree to abide by this Cobb County Public Library Computer Access and Internet Safety Policy,

3.   Sound on the computer must be turned off or headphones used.

4.   There are no time limits to wireless use, but bandwidth may be limited.

5.   Staff may not be able to assist users with configuring their computers for accessing the library's wireless network.

6.   Printing from personal devices is not available.

PUBLIC ACCESS SOFTWARE

1.   Access to word processing, spreadsheet, database, résumé preparation and other desktop software is provided on public computers subject to the same conditions as Internet access.

2.   Users of this software must have basic knowledge of its use. Staff may be able to provide limited instruction.

3.   Printing must be prepaid through the Internet access management system and is not refundable.

4.   The Library is not responsible for the loss of any data or documents due to the malfunctioning of or problems with software or equipment.

5.   Documents may be saved to an external storage device such as a flash drive, or e-mailed from their external storage devices, but may not be saved to the computer's hard drive. Users should provide their own external storage devices. Some libraries may loan users an external storage device to use.

      a. Users cannot be assured of more than one hour session on a particular computer.

      b. Any files saved on the desktop or on a loaned external storage devise, should be deleted by the user; however, all files will be deleted regularly.

ASSISTIVE SERVICES

Computers with specialized software and scanners may be available at various locations. This software helps patrons with certain disabilities to use the Internet and other Library Resources. A scanner is provided so that patrons can make full use of the assistive software. The scanner can also be used for routine scanning jobs.

Priorities for use of this specialized computer:

1.   Patrons who need to make use of the assistive software;

2.   Patrons taking proctored exams;

3.   Patrons wanting to use the scanner.

Other patrons may use this computer, subject to normal library policy, until it is needed by someone in the priority group. This computer may be booked in advance for use of the assistive software or to take an exam.