Acceptable Use - Electronic Information Systems

1. **Customer Responsibility**
   a. Customers are responsible for being aware of and observing District Internet policies and local, state and federal laws as they apply to individual use of electronic systems, and are solely responsible for violations they or their legal dependents commit.
   b. Acts contrary to local, state and federal law shall be considered a violation of District Internet Policy and be subject to suspension of library privileges and appropriate penalty under law.
   c. Public display or printing of offensive materials is a violation of Policy C184, Inappropriate Customer Behavior.
   d. Customers assume all responsibilities for honoring copyright law. Violations of copyright may be subject to legal action.
   e. Customers may not employ Library systems for the purpose of libel, slander, or any form of harassment.
   f. Customers who use District computers for illegal activity or who destroy or attempt to destroy hardware or software may be suspended from using the library and shall be liable for civil and/or criminal legal action.
   g. Customers may not install or activate hardware or software on public computers, with the exception of storage or listening devices for personal use.
   h. Although the District respects the confidentiality of Internet use within the limit of its own policies and local, state, and federal statutes, it may investigate and suspend individuals suspected of misuse and take appropriate disciplinary and/or legal action.
   i. Customers agree to INDEMNIFY AND HOLD HARMLESS the District, its employees and agents from any claim, demand, liability, cause of action, suit, judgement, or expense, (including attorney’s fees), arising out of any breach of this policy statement.
   j. The District will not install or support any hardware or software on staff or public computers that is, in the opinion of the IT staff, limited in scope or audience, is a potential threat to the security or stability of District hardware or software, requires an excessive amount of funds or staff time to install or maintain, or is not beneficial or appropriate for use on a shared computer.
   k. Customers shall be responsible for printing costs.

2. **Parental Responsibility**
   Parents or guardians are responsible for their children’s use of the internet.

3. **District Responsibility**
   a. The St. Charles City-County Library District provides access to the Internet as an integral component of information delivery. The Library District assumes no responsibility for the content of websites made available through District computers.
   b. The Library District may limit individual session times based on demand, and shall establish appropriate procedures for Internet use.
   c. The District makes every effort to provide continuity of service but is not responsible for any disruptions.
   d. Transaction logs, email and other information which could be used to identify users with specific materials or subject matter are considered by the Library to be confidential, and will not be divulged to anyone other than the user. All users are advised that such records shall not be made available to any agency of local, state or federal government except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to, federal, state or local law relating to criminal, civil, or administrative discovery procedures or legislative investigatory power.
4. **Non-cardholder use of electronic information systems.**
   Visitors who show proof of identification may be issued a temporary guest pass to use the public computers.

5. **Penalties for non-compliance with customer responsibility provisions of this policy.**
   a. The Library District reserves the right to investigate violations of customer responsibility.
   b. Persons who do not comply with this policy may be suspended under the provisions of Policy C184, Inappropriate Customer Behavior.
   c. The District may suspend use of public computers by customers who are for any reason in Denial of Service status in accordance with Policy C064, Denial of Service.

6. **Statutory Compliance:**
   The District complies with statutes dealing with internet materials deemed inappropriate for minors. Such procedures are enumerated in Policy C024.4, Acceptable Use - Electronic Information Systems-CIPA Compliance and Policy C024.7, Acceptable Use- Electronic Information Systems-Missouri Statutory Compliance.