

Grey Highlands Public Library
Internet Access Code of Ethics and Acceptable Use Policy

- The library does not offer individual listserv or newsgroup accounts, or file transfer protocol (FTP) services for the public. Email accounts may be set up through web-based email providers such as Hotmail, Yahoo, etc.
- Chat lines shall be limited for educational purposes such as online academic courses.
- Users shall not attempt to modify, delete, download information or gain unauthorized access to files, passwords or data belonging to others; seek unauthorized access to any computer system; send, receive or display text graphics which may be reasonably construed as obscene, pornographic, degrading or unethical.
- The Grey Highlands Public Library Board prohibits the use of its workstations for:
 - any purpose which would contravene any Federal or Provincial statute or regulation, such as but not restricted to:
 - Ontario Human Rights Code* which prohibits certain forms of discrimination and harassment of other individuals or groups;
 - Criminal Code of Canada* which includes prohibitions against child pornography, obscenity, hate literature, and literature for illicit drug use;
 - laws of libel and slander.

Unauthorized copying of copyright-protected material
Users are reminded that ignorance of the law is not an excuse.

PROCEDURES

1. Library staff will develop such rules and procedures as are necessary to insure the fair and reasonable use of Internet resources.
2. All users must sign in with Library staff before using public computers. Users must read and agree to the Grey Highlands Public Library Internet user agreement.
3. Children under 14 must have written parental consent before using the internet.
4. Computer use is free to members of the Grey Highlands Public Library. Non-members may use computers for a user fee to be set by the Library Board.
5. Users may book one hour sessions for Internet, Word Processing and other software applications. These sessions may be extended provided there are no other bookings.

6. Bookings for email and online games may be limited to ½ hour sessions. When others are waiting, users' time on the Internet workstations may be further limited.
7. Since space is limited and increased noise from group conversation is disruptive to other users, staff reserve the right to limit the number of people at a station.
8. Reservations will be held for 15 minutes after the scheduled start time.
9. Users shall inform staff before printing; a charge will be applied for each page. Some documents may be many pages in length. Users shall be held financially responsible for all printouts issued at their "Print" command.
10. Library staff may provide limited assistance as time and knowledge permit but cannot offer in depth personal assistance.

COMPLIANCE WITH INTERNET POLICY

Users are expected to comply with the Grey Highlands Public Library's Internet Access Policy, Conditions and Procedures; failure to do so may result in the loss of Internet use privileges.