

## **Santa Ana Public Library Youth Computer and Internet Use Policy**

Use of computers and the Internet is free to eligible patrons. To use the computers and the Internet, youth and their parents must sign the *Youth Computer and Internet Use Agreement* and have an *Agreement* on file. All children **under 18 years** of age must have signed parental permission.

Youth must present their **own valid** Santa Ana Public Library card to use the computer. Children may not use another patron's library card, including another family member's card. Youth need to be enrolled in grades 1 – 12 to use the computers in the youth computer centers.

Youth need to sign in and sign out with the tutor each time the computer is used and must use the computer assigned to them by the tutor.

There is a one-hour use time limit from the time of sign up. If no one is waiting, another hour may be given. No more than two sessions per day per student will be permitted. The waiting list is on a first-come first-serve basis. No second session will be allowed unless all students on waiting list have received their first session.

Youth may check out one educational CD-ROM per one-hour session. Floppy disks may be used to save personal work, and can be purchased at Circulation desk at each site. Work may be saved on the hard drive temporarily for the duration of each use. Saved work will be deleted daily.

Printing from computers and the Internet is available. Youth must purchase a print card for all their printing needs. The cost is 15 cents per page for black and white printing, and 50 cents per page for color printing.

Patrons may sign up for free, Web-based e-mail accounts through Library computers. The Library does not allow the use of chat rooms or downloading programs.

Students may request Library tutors / staff for assistance in selecting sites and searching for information on the Internet.

The Library reserves the right to monitor patrons' use of the Internet, and to forbid the use of Library equipment to access sites or files that may expose others, including children, to images which may be disturbing or offensive. To support this family-friendly policy, the Library has installed software on all public computers which blocks access to such sites. Internet users who continue accessing prohibited material after being informed by Library staff may lose their computer privileges.

The use of Library computers for the transmission and/or duplication of information is regulated by state and federal laws. All library users must comply with these laws. Library policy forbids access to illegal material on its computers. Proper care of library equipment must be observed at all times. Failure to follow stated terms above may result in the removal of computer privileges.

***Santa Ana Public Library***  
**Youth Computer and Internet Use Agreement**  
**(Parent's signature is required for all youth ages 3 – 17)**

I agree to read and comply with the posted Library "Rules of Conduct", and the "Youth Computer and Internet Use Policy".

I agree not to copy, edit or alter system files, damage or remove hardware or software, remove the privacy screen, or use my personal CD-ROMs.

I agree not to shut off computers or monitors.

I agree not to engage in illegal, harassing or defamatory activities on-line.

I agree to accept responsibility for any damage to equipment caused by me and to bear the cost of repair or replacement.

I agree to use only free web-based e-mail services for educational correspondence.

I agree to assume control and responsibility for my own access to Internet information and not to hold the Library responsible for any material found on the Internet, whether accessed by me or by another patron.

I agree to observe the time and use limit policies and to pay for any printing costs incurred by me.

I agree not to access, transmit or view sites/files, including e-mail attachments which Library staff identifies as potentially disturbing or offensive to others, including sites that are sexually explicit.

Violation of these guidelines may result in the loss of computer and Internet privileges. Unlawful activities will be reported to the Santa Ana Police Department or other responsible authorities.

**Student**\_\_\_\_\_ **DOB**\_\_\_\_\_ **Card #2-1994-00**\_\_\_\_\_

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**Student**\_\_\_\_\_ **DOB**\_\_\_\_\_ **Card #2-1994-00**\_\_\_\_\_

**I, the undersigned, agree to the above and give my child(ren) permission to access library computer and Internet stations. I acknowledge responsibility for any information selected and viewed by my child(ren). I agree I can withdraw my permission at any time by submitting notification in writing.**

**Parent/Guardian Signature**\_\_\_\_\_ **Date** \_\_\_\_\_ **Staff Initial** \_\_\_\_\_

**\*Children ages 3-13, parent / guardian must be present to sign form.**

**\*Students in grades 9-12 can take form home to get parent/guardian's signature. Parent/guardian don't need to be present to sign form.**