

CAMARENA MEMORIAL LIBRARY

850 Encinas Ave.
Calexico, CA 92231



Acceptable Use Policy

We are pleased to announce that the NETWORK electronic information services are available to library users, at the Camarena Memorial Library, through an agreement with the Calexico Unified School District. The Camarena Memorial Library strongly believes in the educational value of such electronic services and recognizes the potential of such to support the education and life-long learning of all members of our community. **Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication consistent with the goals and policies of the Camarena Memorial Library (CML) and the Calexico Unified School District (CUSD). The CUSD and the CML will make every effort to protect users from any misuses or abuses as a result of their experiences with this service.** All users must be continuously on guard to avoid inappropriate and illegal interaction with such service.

Please read this document carefully. When signed by you and, if appropriate, your guardian/parent, it becomes a legally binding contract. We must have your signature, that of your parent/guardian, and that of a sponsoring library staff member before we can provide you with an access card.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and the user may be subject to legal action.

Terms and Conditions of this Contract

1. *Personal Responsibility.*

The NETWORK users will accept personal responsibility for reporting any misuse of the network to the library staff. **Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below.** Based on the agreement between the two agencies all the rules of conduct described in the Board Policies of the Calexico Unified School District will apply when you are on the network.

2. *Acceptable Use.*

The use of the Internet through the NETWORK must be in support of education and research and within the educational goals and objectives of the Calexico Unified School District. NETWORK users are personally responsible for this provision at all times when using the electronic information service.

- a. Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- b. Transmission of any material in violation of any United States law or other state organization is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material protected by trade secret.
- c. **Use of commercial activities by for-profit institutions is not acceptable.**
- d. **Use of product advertisement or political lobbying is also prohibited.**
- e. **Use of the network for financial gain or for any commercial or illegal activity is also prohibited.**
- f. Users must be aware of the finite capacity of the network and must cooperate with Network Administrator to conserve resources and assure equitable access for all. The NETWORK has a limited number of dial-in phone lines to serve a growing number of users. Users are expected to:

1. **Observe the imposed limit of one hour online per day.**

2. **E-mail is permitted at the library.**

Inappropriate use of electronic information resources can be a violation of local, state and federal laws. Users of the NETWORK can be prosecuted for violating those laws. E-mail can be accessed, but it is the sole responsibility of the user and/or parent/guardian to monitor the appropriate use of the information system. For safety purposes, no personal information should be divulged to anyone on the Internet. Safety on the Internet is to be observed at all times (see handout provided).

3. **Printing from the Internet will cost 15 cents per page.** All printing must be finished within each person's time allowance. This is necessary so that there will not be interference with the user who follows.

3. *Privileges.*

The use of the NETWORK is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. The library staff (operating under the agreement with the School Board and the District Office) will decide what appropriate use is. The library staff may revoke a user card at any time deemed necessary. (The administration staff or faculty of Calexico Unified School District may request that the system administrator deny, revoke, or suspend specific user accounts.)

4. *Network Etiquette and Privacy.*

You are expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

a. BE POLITE.

b. USE APPROPRIATE LANGUAGE. Remember that you are a representative of our school district on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.

c. PRIVACY. **Do not reveal your home address or personal phone number of the address and phone numbers of students or colleagues. Students are strongly cautioned about arranging to meet some privately as a result of communication on any electronic communication service.**

d. ELECTRONIC MAIL. **Electronic mail (e-mail) is allowed at the library.** Please use it judiciously.

e. DISRUPTIONS. Do not use the NETWORK in any way that would disrupt use of the network by others.

f. REPOSTING. Do not repost personal communications without the author's prior consent.

g. OBSERVE COPYRIGHT LAW. Any information retrieved from this system is to be used within the constraints of the United States copyright law.

5. *Services*

The **Camarena Memorial Library makes no warranties of any kind**, whether expressed or implied for the service it is providing. **Neither the Camarena Memorial Library, nor the Calexico Unified School District, will be responsible for any damages, mis-deliveries, or service interruptions caused by the system, or your errors or omissions.** Use of the information obtained via the information system is

at your own risk. The Camarena Memorial Library and Calexico Unified School District specifically disclaim any responsibility for the accuracy of information obtained through this service.

6. *Security*

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the library staff at once. Never demonstrate the problem to the users. Never use another's individual's account. All users of the system must be under your own user card. **DO NOT** allow anyone else to use your card; this could be grounds for revoking your privileges at the library. Users should change their passwords frequently. **Any user identified as a security risk will be denied access to the NETWORK.**

7. *Vandalism*

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but it is not limited to, the uploading or creation of computer viruses. **Any vandalism will result in the lost of computer services, disciplinary action, and legal referral.**

8. *Updating*

The NETWORK may occasionally require new registration and account information from users to continue their service. Please notify the library of any changes in your account information.

Camarena Memorial Library
850 Encinas Ave.
Calexico, CA 92231
(760) 768-2170

Acceptable Use Policy Required Signatures

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account, and appropriate legal action. I also agree to report any misuse of the information system to the Camarena Memorial Library staff. **Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, terrorism, inappropriate language, and other issues described above.** Because access to the library is provided through the Calexico Unified School District, all the rules of conduct described in the Board Policies of the Calexico Unified School District and Camarena Memorial Library apply when I am on the network.

Signature _____ Date ____ / ____ / ____

Address _____

Check one: Staff _____ Student _____ Library Patron _____

Site: _____ Camarena Memorial Library
(Minors must have their parent/guardian AND a sponsoring Library Staff Member sign this form)

PARENT OR GUARDIAN

As the parent or guardian of this minor, I have read this contract and understand that the Library's Internet access is designed for educational purposes. **I understand that it is impossible for Camarena Memorial Library (or the Calexico Unified School District) to restrict access to all controversial materials, and I will not hold the District, or the Library, responsible for materials acquired on the network.** I also agree to report any misuse of the information system to the Library Staff. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. **I accept fully responsibility for supervision when my child uses this service at the public library. I hereby give my permission to issue an account to my child and certify that the information contained on this form is correct. I acknowledge that I received a copy of the Safety on the Internet brochure.**

Parent or Guardian name (please print) _____

Signature _____ Date ____ / ____ / ____

Address _____

SPONSORING LIBRARY STAFF MEMBER
(Must be a current user of the NETWORK)

I have read this contract and agree to promote this agreement with the user. As the sponsoring Library Staff Member, I agree to instruct the user on acceptable use of the network and proper network etiquette. **I also agree to report any misuse of the information system to the Calexico Unified School District system administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.** Also, I certify that I have reviewed key points of this contract with the user.

Library Staff Member's Name (please print) _____

E-mail Address _____@calexico.k12.ca.us

Site _____ Camarena Memorial Library

Signature _____ Date ____ / ____ / ____ Brochure _____

Updated May 19, 2009

Contact: stauler@calexico.ca.gov for more information about Camarena Memorial Library or rsimon@calexico.k12.ca.us for additional information on the Network.