# Information Technology Acceptable Use Policy

## A. Introduction
Peru Free Library provides its patrons wide access to information resources and technologies.

Technological resources are shared by all users; misuse of these resources by some users infringes upon the opportunities of all the rest. As Peru Free Library is a public institution, the proper use of those resources is all the more important.

## B. General responsibilities
Computing resources (including, but not limited to, desktop computers, printers, fax machines, copiers, access to the Internet, electronic mail and similar electronic information) of Peru Free Library are available only to authorized users, and any use of those resources is subject to these standards. These standards do not supercede or replace existing Library policies, which will be applied as the situation warrants. All users of the Library's computing resources are presumed to have read and understood the following standards.

 Any unauthorized use is prohibited

The Library's information technology acceptable use standards require that each user (anyone using these resources):

1. Use resources efficiently. Accept limitations or restrictions on computing resources, such as time limits or amount of resources consumed, when so instructed by the Library Staff. Such restrictions are designed to ensure fair access for all users.

2.  Abide by all security provisions. Distributing or making your password or another person's password or access code available to unauthorized persons or otherwise attempting to evade, disable or "crack" passwords or other security provisions, or assisting others in doing so threatens the work, privacy and well-being of others and is prohibited.

3. Respect software copyright laws. Software licensed by the Library must only be used in accordance with the applicable license agreements.

4. Respect proprietary information of others. A user may, subject to Library policies and authorization, upload software files or otherwise distribute to on-line networks only information, software, photographs, videos, graphics, music, sounds and other material (collectively "content") not subject to any copyright, trademark, trade secrets or other proprietary rights of others, or content in which the author has given express written authorization for on-line distribution. Any copyrighted content submitted, used, copied or distributed with the consent of the copyright owner should contain a phrase such as "Copyright owned by [name of owner]; used by permission." Unauthorized transmission of copyrighted or other proprietary content is prohibited.

5. Respect the rights of others to have freedom from harassment or intimidation. Sending abusive or unwanted material is a violation of Library policies, may violate the law and is prohibited. Targeting another person, group or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is harassment that is prohibited. Personal attacks or other actions to threaten, intimidate or embarrass an individual, group or organization, or attacks based on a person's race, color, national origin, creed, disability, religion, gender, veteran status, sexual orientation, age, arrest record, or marital status are prohibited. Library Staff will be the arbiter of what constitutes proper conduct, consistent with Library policies.

6. Identify yourself clearly and accurately in electronic communication. Anonymous or pseudo-anonymous

communications do not dissociate any user from responsibility for their actions and are inappropriate. Communication under a false name or designation or a name or designation which the user is not authorized to use, including instances in conjunction with representing that the user is somehow acting on behalf of or under the auspices of Peru Free Library is prohibited.

7. Recognize limitations to privacy in electronic communications. Users may have an expectation that the contents of what they write or otherwise create, store and send be seen only by those to whom they intend or give permission to view; however, the security of electronic information on shared systems and networks is approximately that of paper documents in an unsealed or sealed envelope—generally respected, but breachable by someone determined to do so.

8. Cooperate as necessary. When necessary in the Library's discretion to maintain continued reasonable services, or in cases of irresponsible use, the Library may suspend user privileges or take or recommend other action deemed necessary or appropriate.

Recognize the Library reserves the right to access, review and monitor the use of computing resources.

9. Observe proper on-line etiquette. On-line networks shall be used only as permitted by the Library, only in accordance with applicable Library policies and only for lawful purposes. Any conduct that in the Library's discretion restricts or inhibits others from using an on-line network or violates Library policies or applicable law is not permitted. Users are prohibited from posting on or transmitting through any on-line network any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, racially or ethnically demeaning or threatening or otherwise objectionable material of any kind, including without limitation, any material which encourages conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any applicable law or Library policies. The Library reserves the right to restrict and/or interrupt communications through or by use of any Library computers or information technology services, which the Library believes to be harmful to the Library or to others.

10. Summary. Library information technology resources may be used for lawful and permitted purposes only. Non-compliance with any of the provisions of these standards may subject the user to sanctions and/or criminal prosecution, as well as personal liability in a civil suit.

## C. Prohibited Conduct
The following conduct in the use of Peru Free Library computing resources is specifically prohibited. These standards are not limited to this list and are subject to change via periodic review by the Board of Trustees:

1. Unauthorized attempts to monitor another user's password-protected data or electronic communication, or delete another user's password-protected data, electronic communications or software, without that person's permission.

2. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.

3. Performing acts that would unfairly monopolize computing resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software or prolonged use of streaming media such as Internet radio stations.

4. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally recognized protection of intellectual property rights.

5. Activities that would constitute a violation of any policy of Peru Free Library's Board of Trustees.

6. Intentionally transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of local, state or federal law, including (but not limited to) obscenity, defamation, threats, harassment, and theft.

7. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.

8. Using computing resources in such a way as to wrongfully hide the identity of the user or pose as another person.