

**DOC: DIGITAL ONLINE COMMUNITY**  
*A Service of the Flint River Regional Library System.*  
**Acceptable Use Policy – DRAFT**

**INTRODUCTION**

DOC: Digital Online Community is a community-wide information network for the service area of Flint River Regional Library System including Butts, Fayette, Lamar, Monroe, Pike and Spalding counties. It is offered as a community service by the Griffin-Spalding County Library, the headquarters of Flint River Regional Library System.

DOC: Digital Online Community 's mission is to:

- strengthen community organizations by helping them provide and retrieve networked information,
- empower individuals by providing access to networked information and by teaching the skills necessary to access and use this information,
- Facilitate information and resource sharing in support of community development efforts,
- promote equity in access to computer resources for everyone in the community.

**GENERAL PRINCIPLES**

Access to computer systems and networks owned or operated by Flint River Regional Library System or DOC: Digital Online Community imposes certain responsibilities and obligations and is granted subject to DOC: Digital Online Community policies, Flint River Regional Library System policies, and local, state, and federal laws. Acceptable use is always ethical, reflects personal honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

**GUIDELINES**

A user of the DOC: Digital Online Community must understand and agree to the conditions put forth in this Acceptable Use Policy. Use of DOC: Digital Online Community constitutes understanding of and acceptance of these conditions.

The intent of this policy is to make clear certain uses which are consistent with the purposes of the DOC: Digital Online Community, not to exhaustively enumerate all such possible uses.

The Executive Director or staff of Flint River Regional Library System may at any time make a determination that particular uses are or are not consistent with the purpose of DOC: Digital Online Community.

If a use is consistent with the purposes of DOC: Digital Online Community, then activities in direct support of that use will be considered consistent with the purposes of DOC: Digital Online Community.

In making acceptable use of resources you must:

- Use resources only for authorized purposes.
- Protect your USER ID and accounts from unauthorized use. You are responsible for all activities on your USER ID or that originate from DOC: Digital Online Community account or service that you use.
- Access only files and data that are your own, that are publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Be considerate in your use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

In making acceptable use of resources you must **NOT**:

- Use another person's system, USER ID, password, files, or data without permission.
- Use computer programs to decode passwords or access control information.
- Attempt to circumvent or subvert system or network security measures.

- Engage in any activity that might be harmful to systems or to any information stored therein, such as creating or propagating viruses, disrupting services, or damaging files.
- Use DOC: Digital Online Community systems for commercial or partisan political purposes, such as using electronic mail to circulate advertising for products (commonly known as "spam") or for political candidates.
- Make or use illegal copies of copyrighted software, store such copies on DOC: Digital Online Community systems, or transmit them over DOC: Digital Online Community networks.
- Use mail or messaging services to harass, intimidate, or otherwise annoy another person, for example, by broadcasting unsolicited messages or sending unwanted mail.
- Waste computing resources, for example, by intentionally placing a program in an endless loop.
- Use DOC: Digital Online Community 's systems or networks for personal gain; for example, by selling access to your USER ID or to DOC: Digital Online Community systems or networks, or by performing work for profit with DOC: Digital Online Community resources in a manner not authorized by DOC: Digital Online Community.
- Engage in any other activity that does not comply with the General Principles presented above.

#### **COMMERCIAL USE**

- All uses must conform with the DOC: Digital Online Community Acceptable Use Policy and other DOC: Digital Online Community policy documents.
- No monetary transactions may take place using the DOC: Digital Online Community system. This includes sending or receiving credit card orders or bank account numbers.
- For-profit pricing information may not be placed on the DOC: Digital Online Community system. For-profit commercial organizations or enterprises of any sort are specifically not permitted to include pricing information in any DOC: Digital Online Community information area. Not-for-profit enterprises may include pricing information in their own DOC: Digital Online Community menu area for events directly related to their non-profit activities. Individuals placing one-time "for sale" or "wanted" solicitations are specifically exempted from this prohibition.

#### **ENFORCEMENT**

DOC: Digital Online Community considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on DOC: Digital Online Community systems allegedly related to unacceptable use. Violators are subject to disciplinary action, including but not limited to:

- Loss of account privileges temporarily
- Loss of account privileges permanently

If DOC: Digital Online Community believes illegal or improper behavior is taking place, or if your actions are affecting the reliability of DOC: Digital Online Community services, DOC: Digital Online Community reserves the right to suspend services and/or access privileges until you have been contacted and a full review of the situation takes place.

Offenders also may be prosecuted under relevant local, state, and / or federal law

#### **AGREEMENT**

Each user of DOC: Digital Online Community must attest to the following:

1. I understand that DOC: Digital Online Community and any text, data, graphics, images, messages, communications, files or other material (information) available through DOC: Digital Online Community is for general informational and entertainment purposes only and is in no way intended to refer to or be applicable to any specific person, organization, case or situation.

Flint River Regional Library System administration is not responsible for monitoring the information available through the DOC: Digital Online Community network.

2. I understand that Flint River Regional Library System does not warrant that the functions of this system will meet any specific requirements nor that it will be error free or uninterrupted; nor shall it be liable for any indirect, incidental, special or consequential damages (including but not limited to lost data, information or profits) sustained or incurred in connection with the use, operation, or inability to use DOC: Digital Online Community or any computer or computing system connected to DOC: Digital Online Community.
3. I understand that Flint River Regional Library System reserves the right to change the terms or conditions of this policy and that such changes or revisions will be available through DOC: Digital Online Community. In addition, users agree to follow Flint River Regional Library System policies.  
  
I understand that I will be notified when I use DOC: Digital Online Community of changes to this policy that have occurred since the last time I have used DOC: Digital Online Community.  
  
I understand that my continued use of DOC: Digital Online Community shall constitute my acceptance of any changes or revisions.
4. I understand that DOC: Digital Online Community, its users and information providers are, at all times, independent contractors and that no agency, partnership, joint venture, or employment relationship shall arise, directly or indirectly, as a result of this policy.
5. I understand that the information made available through DOC: Digital Online Community is not a substitute for individual professional consultation and that advice on individual problems should be obtained personally from a qualified professional.
6. In consideration for the privilege of using DOC: Digital Online Community and in consideration for having access to the information available through it, I agree to defend, indemnify and hold harmless DOC: Digital Online Community, Flint River Regional Library System, its officers, agents, employees, directors, and any individuals, firms, institutions, or organizations which make information available through DOC: Digital Online Community for any and all claims, damages, losses, liabilities, costs and expenses (including reasonable attorney's fees) of any nature arising from my use or inability to use, DOC: Digital Online Community.
7. I agree to use the DOC: Digital Online Community system appropriately by:
  - a) respecting the privacy of others,
  - b) respecting the legal protection provided by trade secret, copyright and license to programs and data,
  - c) respecting the integrity of the system, and
  - d) informing the DOC: Digital Online Community administration of any observed violation of this acceptable use policy.
8. I agree not to use the DOC: Digital Online Community system inappropriately by:
  - a) intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users,
  - b) representing myself as another user,
  - c) intentionally making my password available to another user,
  - d) intentionally developing or distributing programs that harass other users, infiltrate a computer or computing system, or damage or alter software or data,
  - e) performing acts of malice,
  - f) violating applicable laws or regulations or placing information on the DOC: Digital Online Community system which is illegal or violate another's rights,
  - g) precluding or significantly hampering the use of the system by another,
  - h) inhibiting the effective and shared use of the system,
  - i) distributing unsolicited advertisements - except through information services which explicitly allow such advertisements

- j) using the system or information contained therein, for any unauthorized purposes including, but not limited to, commercial use of the Internet, a larger computing network system to which DOC: Digital Online Community is connected.
9. Repeated, unsolicited and unwanted communication of an intrusive nature is not acceptable. For example, continuing to send e-mail messages to an individual after being asked to stop is not acceptable.

#### **REMEDIAL ACTION**

Use of DOC: Digital Online Community is a privilege that may be revoked, suspended or altered by the staff of Flint River Regional Library System at any time.

The Executive Director of Flint River Regional Library System (or designee) shall be the sole arbiter of what constitutes appropriate or inappropriate use.

The DOC: Digital Online Community administration reserves the right to review any material stored in files to which all users have access.

It further reserves the right to review private material at the request of a user who has legitimate access to that material.

When the DOC: Digital Online Community administration learns of possible inappropriate use, DOC: Digital Online Community will require that the user responsible be notified.

If the inappropriate use involves information available to other users, DOC: Digital Online Community may require the editing or removal of the inappropriate material.

If deemed necessary to prevent further inappropriate use, the DOC: Digital Online Community may temporarily revoke the responsible user's privileges to use the system.

Every reasonable effort will be made to inform the user of the charges and allow them to respond prior to revocation of privileges.

In cases where the inappropriate use is deemed serious or the inappropriate use is repeated after notification as described above, the responsible user may have their privileges permanently revoked by the Executive Director of Flint River Regional Library System (or designee).

A user who has had their privileges revoked may make an appeal to the Executive Director of Flint River Regional Library System (or designee).

The decision of the Executive Director of Flint River Regional Library System (or designee) shall be final.

#### **COMMENTS**

This is the DOC: Digital Online Community Acceptable Use Policy as proposed by Flint River Regional Library System, 1 November 2001.