



Library Hotspot **ACCEPTABLE USE** and **QUICK START GUIDE**



ACCEPTABLE USE OF TCCL STUDENT HOTSPOT

General Guidelines

1. The Tulsa City-County Library strives to provide access to the internet for school-age children via the Internet Hotspot checkout program. Parents/guardians are responsible for the use of Hotspot devices by minors. Only one Hotspot device may be checked out per household at a time.
2. In order to check out an Internet Hotspot, your child must be in grade K-12 and have a valid full-borrowing privilege library card with a current phone/address on file.
3. The school-age child must be present to check out a Hotspot. Parents/guardians cannot check out a Hotspot for their child if that child is not present.
4. Hotspot devices are loaned for 14 days with no renewals.
5. Customers are responsible for the ethical and legal use of the Hotspot device. The library is not responsible for any liability, damages or expense resulting from use or misuse of the device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is strictly prohibited.
6. Any attempt to alter data or the configuration of the Internet Hotspot is strictly prohibited and may be considered an act of vandalism and subject to full replacement cost value. (See Billing & Fees)
7. Tulsa City-County Library internet Usage Policies (www.tulsalibrary.org/about/policies) apply with the use of the Internet Hotspot program. Unlawful use of the internet or use that violates the library's internet Usage Policies is prohibited and will result in the loss of privileges.
8. Parents or guardians who do not want their child to access the Internet Hotspot program can opt out of this service by speaking with library staff and completing a form to set a No internet card type for their child.

Legal Propriety

1. The library is not responsible for any misuse, harm or any other result due to your child's use of the Internet Hotspot. The library is not responsible for personal information shared over the internet or for information and websites accessed.
2. It is the responsibility of the user to respect copyright laws and licensing agreements, and to assume responsibility for payment for any fee-based service.
3. Acceptable use includes respect for other users and their privacy and maintenance of the integrity of the computer system.

Internet Connection

1. The Internet Hotspot is intended for the use of the school-age customer who checked out the device.
2. Customer may not profit from renting or charging connection fees to the Internet Hotspot.
3. Library customers will need to provide their own Wi-Fi enabled equipment. Library staff cannot troubleshoot problems related to the customer's hardware, software or configurations. Library staff is not permitted to handle customer's laptops, tablets, smart phones or other personal devices. The library cannot guarantee a particular device will work with the library's Internet Hotspot.

Protecting & Storing

1. Customer agrees to keep the device away from water, sand and dirt as well as other dangerous elements such as extreme heat or cold and not to drop or cause abuse to the device. If the customer causes damage to the device, the customer is financially responsible for the replacement value of the device. (See Billing & Fees)
2. If you are not using the Internet Hotspot, it should be stored in the provided case in a safe and secure location. **DO NOT** leave the Hotspot in your car or in direct sunlight.

Billing & Fees

Billed items can result in restriction of computer privileges. Customers are notified when they have items that have not been returned on time. Computer usage is blocked upon failure to reconcile money owed, return items or pay for lost/damaged materials when customer accounts reach the established threshold. Overdue fees are as follows:

1. Device internet service disabled if 6 or more days late.
2. \$70 replacement charged if 13 days late (\$50 device, \$20 charger) (*17 days for Bookmobile customers*).
3. \$50 replacement charged if device is lost or damaged.
4. \$20 replacement charged if charging cable is lost or damaged.
5. \$70 replacement reduced to \$0 upon return of the device and charging cable intact.
6. \$50 replacement reduced to \$0 upon return of the device intact.
7. \$20 replacement reduced to \$0 upon return of the charging cable intact.

By checking out the TCCL Student HotSpot, you agree to the terms and conditions outlined above.