

## Internet Safety and Computer Use Policy

*Adopted by the Montville Township Public Library Board*

The Montville Township Public Library Board is committed to ensuring access to information through technology. Access to digital information is fundamental for supporting continuous lifelong learning. Recognizing our role to provide access to electronic information, the Montville Township Public Library offers public access to the Internet in accordance with our mission to connect residents of all ages with technology resources for educational, informational, cultural, and recreational purposes.

The Library upholds and affirms the right of every individual to have access to material on the Internet. However, the Library does not monitor and has no control over the information accessed through the Internet and does not protect computer users from content they may find offensive or inaccurate. The Library also supports the right to privacy and confidentiality of Library users in accordance with New Jersey State Laws.

Illegal use of the Internet is prohibited. Patrons may not use the Library's Internet access to view, print, distribute, display, send or receive images, text or graphics of obscene material or material that violates child pornography laws. Library users may not disseminate, exhibit or display to minors materials that are harmful to minors. The Library computers are not to be used for any purposes that violate federal and New Jersey State Laws.

The Library Board and its employees assume no responsibility for damages of any type arising from the use of Montville Township Public Library Internet workstations.

Library users must abide by the Internet Use Rules as approved by the Library Board.

All public access computer workstations with Internet access in public areas employ filtering technology. The type of filter used is a "Proxy server" meaning that a "Filter Vendor" maintains a secondary server through which all requests are filtered. The Library will continue to monitor and evaluate technological changes related to the Internet.

Although filtering software is utilized, it is an imperfect technology. The Montville Library is not able to guarantee the effectiveness of this technology and emphasizes that parents, guardians, and caregivers are responsible for their own children's use of the Internet.

### **Internet General Use Rules:**

The Library provides computer workstations with Internet access in all its public areas. Decisions on the number, placement, and type of computer workstations are based on considerations of demand, staff capacity, available floor space, electrical/cable access, and budgetary constraints.

1. Patrons are limited to a two-hour session per day. Extensions may be granted to patrons performing research using librarian-supported resources, or completing government issued forms or employment applications.
2. Library patrons aged 13 and over may use the computers in the adult area. Children under 13 may use the computers in the adult area under direct supervision by a parent or guardian. Parents and guardians are responsible for monitoring Internet access by children under the age of 18.
3. Downloads may be made to a USB flash drive. Patrons must provide their own USB flash drive.
4. Print charges are 10 cents per page for black & white and 25 cents for color. Uncollected print jobs will be cancelled after three hours.
5. Library staff does not provide technical help or troubleshooting. Assistance is given in locating information or searching any of the Library's online databases.
6. No more than two persons may share the use of an Internet workstation at the same time. Study group accommodations may be made with staff.
7. Workstations in the Children's are designated for primary use by children aged 12 and under.
8. The Library retains the right to reserve computers for special purposes.

## User Responsibilities

1. Respect the privacy of others during their computer sessions.
2. Illegal use of the Internet is prohibited. The library cooperates fully with authorities wishing to prosecute criminals.
3. Sending lewd or threatening messages is prohibited.
4. Sending unsolicited email messages to large numbers of people is prohibited.
5. Patrons may not view, print, distribute display, send, or receive images, text or graphics of obscene materials or material that violates laws relating to child pornography.
6. Patrons may not engage in any activity that is deliberately offensive or creates an intimidating or hostile environment.
7. Patrons may not violate copyright or software licensing agreements, including the downloading of copyrighted text or music files.
8. Patrons may not use their own software programs on the library's computers or alter the computer settings.
9. Patrons may not attempt to circumvent or compromise the security of any host, network, or account. This includes but is not limited to probing the security of other networks, logging into a server or account that the customer is not expressly authorized to access or masquerading as another person in order to obtain access to their account.
10. Allowing others to use your library barcode or using someone else's library barcode for access is prohibited.

Public access to the Montville Township Public Library computer network and the Internet is a privilege. Failure to comply with this policy will result in the forfeiture of the user's right to use the Library's public computers.

## Wireless Access

1. The Montville Township provides wireless Internet access. Individuals utilizing the wireless connections agree to comply with all provisions of the current Montville Township Public Library Computer Use Policy.
2. Individuals wishing to use the Library's wireless Internet access must use their own laptop or mobile device. The Library does not provide wireless devices for library visitors to use and does not provide technical assistance to individuals using their own devices.
3. The Library's wireless Internet access is unencrypted. Use of the wireless connection is done at the individual's own risk. By using this connection, individuals acknowledge that security errors and hacking are an inherent risk associated with any wireless service. For that reason, individuals expressly agree that they knowingly assume such a risk, and further agree to hold the Library harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use of access into the individual's computer.
4. The Library accepts no responsibility regarding the ability of the individual-owned equipment to connect to the wireless network. Library staff will not change settings on an individual's equipment.

### **Responsibility and Authority of Staff:**

Library employees are responsible for implementing the Internet Safety and Computer Use rules. Library employees are expected to take prompt and appropriate action to enforce these rules, and are authorized to terminate a computer use session by anyone who fails to comply.

### **Failure to Comply:**

Failure to comply with the Internet Safety and Computer Use rules will result in a request from staff to discontinue the activity. Continued violations will result in a request to leave the library facility, and may lead to revocation of library privileges, including the right to visit the buildings and grounds. Repeat offenders or persons ordered from the premises who do not comply may be subject to arrest and prosecution for trespassing. Offenders may be subject to criminal prosecution under federal or state law, and should expect the Library to pursue such action to the fullest extent of the law.

Any violations computer laws and policies, as well as actual or potential breaches of security of the computer system and networks should be reported to Library personnel.

### **Liabilities:**

1. The Montville Public Library assumes no responsibility for any damage, direct or indirect, that users or anyone else may suffer through access to the Internet.

2. The Library makes no guarantees about and is not responsible for the security of information transmitted and received during your Internet sessions; therefore users should be aware that transactions and files could become public.
3. All public internet users agree to hold the Library harmless from any claims, losses, damages and obligations related to Infringement of U.S. Copyright Law governing the reproduction, distribution, adaptation, public performance, and public display of copyrighted material.
4. The Library accepts no responsibility for any software downloaded and/or installed, e-mail opened, or sites accessed while individuals are on the Internet. Users are advised to utilize virus checking software on their own devices. Any damage done to the individual's equipment from viruses, identity theft, spyware, plug-ins, or other Internet-born programs, or any loss of data, is the sole responsibility of the individual; and the individual indemnifies and holds harmless the Library from any such damage.
5. The Library endeavors to provide access to information of the highest quality; however, it specifically disclaims any warrant as to the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose.
6. The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's Internet service.
7. The Library, having installed and enforced the operation of filtering software on its public computers in compliance with the Children's Internet Protection Act, will have no liability for damages related to the operation of, or failure of, the filtering software, or for its circumvention by users.
8. The Montville Public Library, its trustees and employees bear no liability or responsibility for the display of obscene material or the misconduct associated with the use of public access workstations.