

PROPOSED COMPUTER, INTERNET and WIFI USE POLICY

Computer Access and Use

- Patrons of the Roselle Public Library may use the Library's computers or bring their own laptops, tablets and electronic devices.
- The Library provides free access to all computers with Internet access in accordance with **N.J.A.C.15:21-2.5 Library materials (c)1(d)** Each library shall provide the public free access to the Internet all hours the library is open.
- There is a charge for printing to cover the cost of the paper and ink cartridges.
- The Library reserves the right to set time limits on the use of any of the computers and may do so at any time depending on demand.
- Generally, no more than two people will be allowed to use a computer at a time.
- Library staff members may use their discretion in specific instances to allow more than two people on a computer.
- Any adult using a computer in the Children's Services Department must be accompanied by a child.
- Patrons may not reconfigure settings, install applications or programs or adjust library computers in any way.
- Patrons may not tamper with library computers including unplugging, vandalizing, etc. Computers and electronic devices may be plugged into outlets provided for public use on several of the table tops throughout the Library.

Internet Access and Use

The mission of the Roselle Public Library is to inform, educate, enrich and empower the community. Internet access is essential to Library's mission; however, because the Internet is an unregulated entity, it may provide information that is inaccurate, illegal or possibly offensive. Whereas the Library provides the vehicle to access such information, the Library does not endorse the viewpoints or vouch for the accuracy, authenticity or timeliness of information accessed via the Internet. It is left to each user to determine what information is appropriate for their needs.

Users have the right of confidentiality in all their activities with resources and services provided by the Library. The Library supports the user's right to privacy; however, users are advised that because security is technically difficult to achieve, electronic communications and files could become public.

All users of the Library Internet workstations will utilize this Library resource in a way that is appropriate for an open public area shared by people of all ages and backgrounds. Individuals are asked to consider this when accessing potentially controversial information and images. All users are expected to follow all Internet-related rules, regulations and procedures established for its use including, but not limited to, those of the Library.

Wi-Fi Access

For people with their own laptops and electronic devices, The Roselle Public Library provides free Internet access throughout the library during operating hours. Printing is not available from personal devices via Wi-Fi. Wireless access is insecure in that information that is sent or received via wireless network could potentially be intercepted by other wireless users. The Roselle Public Library's wireless network is not secure. Patrons are advised not to transfer credit card, passwords or any other sensitive information via the Library's wireless Internet. If patrons choose to transfer such information, they do so at their own risk.

- The Library assumes no safety for the equipment and users are encouraged to keep equipment with them at all times.
- The Library assumes no responsibility for configurations or security changes that may occur when connecting to the Library's Wi-Fi.

Acceptable Internet Use

Internet users, whether on Library or personal computers shall:

- Recognize that the Internet, like all of the Library's information sources, must be shared and used in a manner that respects the rights of others and refrain from activity that prevents others from using it.
- Use the Library's Internet resources for educational, informational and recreational purposes only.
- Respect intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise-controlled software or data residing on the Internet.
- Respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files or passwords belonging to others; and by not seeking disallowed access to any computer system via the Internet.

Unacceptable Internet Use

The following uses of the Internet are unacceptable and are considered violations of this policy. Patrons may not engage in uses that:

- Violate the law or encourage others to violate the law.
- Cause harm to others or damage to their property.
- Jeopardize the security of access if the computer network.
- Compromise the safety and security of minors.
- Violate confidentiality of information.
- Engaging in any activity that is deliberately offensive or creates an intimidating environment for library staff and customers.
- Displaying, sending, receiving or printing text, images or graphics that violate laws relating to child pornography.
- Damaging or altering the setup of the equipment used to access the Internet at the Library
- Damaging or altering software or data residing on the Internet.
- Transmitting threatening, harassing or abusive language and images.
- Deliberately introducing or propagating computer worms and viruses.

Minors

- Computers in children's room are for use by children 12 years old and under only. Adults may *not* use the computers in the children's room unless they are assisting a child who is 12 years or under.
- Children ages 8 and older may use the computers in the adult area as long as they conduct themselves according to the Library's Rules of Behavior.
- As is consistent with Library policy, children under the age of 8 years old must be accompanied by a parent/guardian or caregiver in order to use a computer. A caregiver must be 13 years of age or older. Parents/guardians or caregivers must remain with the child under age 8 at all times.
- The Roselle Public Library affirms that it is the right and responsibility of parents and legal guardians to monitor their minor children's use of library materials and resources, including Internet access. Minors are defined as people 17 years of age and under. Parents/legal guardians are responsible for their minor children's use of all aspects of the Library including Internet access.

Staff Responsibilities

- Library staff is not responsible for monitoring the content of a patron's Internet use.
- The Library reserves the right to terminate an Internet session that disrupts Library services or that violates Library policies.
- Time permitting; library staff is available for general assistance with the use of computers and the Internet.
- Library staff is not available for extensive computer instruction, trouble shoot problems with electronic resources, to type documents, complete forms or applications send email messages or assist with online purchases.
- Staff may not reconfigure settings, install applications or programs or adjust patron's personal computers or tablets in any way.