

Internet and Computer Usage Policy

To fulfill its mission of delivering a lifetime of education to the residents of Belleville, New Jersey, the Belleville Public Library & Information Center provides access to information in many formats, including printed material, audio-visual items, electronic databases and the Internet. Through the introduction of new modes of communication and technologies it strives to advance the people of Belleville's ability to acquire information and utilize Library materials that meet their diverse and changing needs locally, statewide, nationally, and globally.

Responsibilities of Users

Use of any public desktop computer, laptop or public Wi-Fi within the Belleville Public Library & Information Center constitutes acceptance of this policy and related procedures.

The Library reserves the right to terminate the session, evict the patron, or suspend or terminate the Library privileges of anyone that engages in unacceptable technology use, whose computer use disrupts Library service, or violates Library policies or procedures.

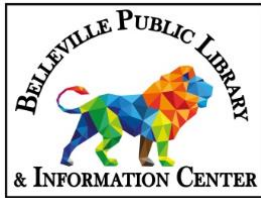
Among the uses that are considered unacceptable and which constitute a violation of this policy are:

Uses that violate the law or encourages others to violate the law.

- Transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading pornographic material or materials that encourage others to violate the law; downloading or transmitting confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.
- The distribution of unauthorized copies of copyrighted motion pictures (or songs) constitutes copyright infringement under the Copyright Act, Title 17 United States Code Section 106(3). This conduct may also violate the laws of other countries, international law, and/or treaty obligations. (Amendment April 14, 2011)

Uses that cause harm to others or damages their property.

- Engaging in defamation (harming another's reputation by lies); uploading a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.



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Uses that jeopardize the security of access of the Wi-Fi network or other networks on the Internet.

- Disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the Library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software.

Uses that compromise the safety and security of minors when using e-mail, chat rooms and other forms of direct electronic communications.

- Minors under age 17: Giving others private information about one's self or others, including credit card numbers and social security numbers; arranging a face-to-face meeting with someone one has "met" on the Internet without a parent's permission.

Uses that intrude upon the rights of others.

- Invading the privacy of others. Harassing other users or Library staff.

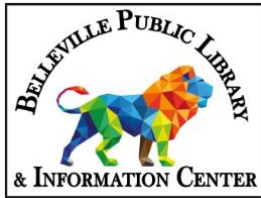
Internet use by Minors

Parents or legal guardians must assume responsibility for deciding which Library resources are appropriate for their own children. Parents or legal guardians should guide their children in use of the Internet and inform them about materials they should not use.

To address the issue of the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications, as well as the unauthorized disclosure, use and dissemination of personal identification information regarding minors, the Library urges minors to keep in mind the following safety guidelines:

- Never give out identifying information such as home address, school name, or telephone number.
- Let parents or guardians decide whether personal information such as age, marital status, or financial information should be revealed.
- Never arrange a face-to-face meeting with someone via the Internet without parents' or guardians' approval.
- Never respond to messages that are suggestive, obscene, threatening, or make one uncomfortable.
- Have parents or guardians report an incident to the National Center for Missing and Exploited Children at 1-800-843-5678 if one becomes aware of the transmission of child pornography.
- Remember that people online may not be who they say they are.
- Remember that everything one reads may not be true.

To address the issue of unauthorized access, including so-called "hacking," and other unlawful activities by minors' online, minors and all other Library users are hereby advised that use of the



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Library's desktop computers, laptops or public Wi-Fi for hacking or any other unlawful activity is strictly prohibited.

Rules Governing Use

Due to the limited resources available for provision of public access to the Internet, the Library may set limits, for example, on use of large files of still or moving images or sound, or on downloading files in any medium. The Library also reserves the right to limit the amount of time an individual user can devote to a single session. The public must comply with all applicable federal, state and local laws, including laws governing the transmission and dissemination of information while accessing the Internet, and with all Library policies and procedures.

Users may not:

- Use the network/Wi-Fi to make unauthorized entry into other computational, informational or communication services or resources.
- Distribute unsolicited advertising.
- Invade the privacy of others.
- Make any attempt to damage computer equipment or software.
- Engage in any activity that is harassing or defamatory.
- Use the Internet for any illegal activity, including violation of copyright or other rights of third parties, or in a manner inconsistent with the Library's tax-exempt status or its proper operation.

Violations may result in loss of access. Unlawful activities will be dealt with in an appropriate manner.

Public Users' Security

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, Belleville Public Library & Information Center will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library.

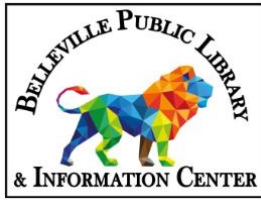
Compliance

The Library reserves the right to take appropriate action to ensure compliance with this policy.

Guidelines on Access to Information

Belleville Public Library & Information Center is guided by the following American Library Association statements on access to information:

- The Library Bill of Rights
- Freedom to Read Statement
- Interpretation of the Library Bill of Rights: Free Access to Libraries for Minors and Access to Electronic Information Services and Resources



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In general, the Library is guided by a commitment to provide access to information and provide appropriate protections to its patrons while being consistent with the Library's longstanding commitment to the principles of free expression as set forth in the First Amendment to the United States Constitution.

*Policy Subject to Revision
The Belleville Public Library and Information Center's "Internet and Computer Usage Policy"
may be revised from time to time.*