



INTERNET ACCEPTABLE USE POLICY AND PROCEDURES

Please read and discuss the following Internet Acceptable Use Policy with your child. Your child's safety may depend on it.

The Bergenfield Library provides free public access to the Internet in keeping with its role as a source for information, intellectual development and enrichment for the community.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of materials that may not be considered to be of suitable educational or recreational value for children in a public library setting.

The Library does not use filtering software and therefore does not prevent access to chat rooms, social network sites such as "MySpace" or gaming sites. These and other popular sites frequented by young people may contain language and images that are violent, sexually suggestive, age-inappropriate or otherwise disturbing.

The valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with the goals of the public library if parents and guardians and the children in their care exercise caution and common sense.

The Library strongly encourages parents or guardians to discuss appropriate Internet use with their child, that is, which sites they prefer their child to use and/or sites with which they disagree. As a safety measure, children should be discouraged from posting personally identifying information on the Internet. Parents/ guardians may want to instruct their child to use the Internet only for homework purposes when visiting the library independently.

General Procedures for use of the Internet in the Children's Room

1. Sign up is required to use the Internet.
2. Children in 6th grade or younger may use the Internet terminals in the Children's Room.
3. Parents must remain with children requiring assistance with use of the computer.
4. The Children's Internet terminals are restricted to educational purposes. Use of chat rooms, social media sites, such as Facebook, or gaming sites is strictly prohibited.
5. Staff may restrict the number of people at a computer station in order to control noise or behavior at computers.

General Procedures for Use of the Internet in the Young Adult Room

1. Sign up at the first floor Envisionware Reservation Station is required for use of the YA computers. Users must have a valid library card. Presentation of a valid juvenile library card presumes that the user has parent permission to use the Internet.
2. Children in Grades 6, 7, or 8 have priority on the Internet terminals in the Young Adult room. High school students may use terminals in the Young Adult room only if the Young Adult computers are not otherwise being used.

3. Young Adult computer terminals are limited to educational purposes, e.g. research or completing school assignments, on weekdays during after-school hours. Use of chat rooms, social network sites, such as MySpace, or gaming sites is strictly prohibited on school days. Computers may be used for entertainment purposes during weekends or vacations. Whenever there are more users than terminals available, use of the computers for educational purposes, such as doing homework, will have priority.
4. Staff may restrict the number of people permitted at a single computer station in order to control noise or behavior at computers.



Acceptable/Unacceptable Use

1. Any use of the library's computers that serves to disrupt use by others is prohibited. Hardware or software shall not be destroyed, modified, or abused in any way. Such attempts will be viewed as criminal activity under applicable state and federal laws.
 2. Malicious use of library computers for unauthorized access or to infiltrate a computer or computing system and/or damage files or software is prohibited.
 3. Use of library computers for hate mail, threats to personal safety and other forms of harassment is prohibited. Downloading lewd or vulgar images or sound may be perceived as harassment or threatening to others and may result in termination of an Internet session.
 4. The illegal installation of copyrighted software for use on public library computers is prohibited.
 5. The library is a public building used by patrons of all ages and sensibilities. There should be no expectation of the same level of viewing privacy as would be enjoyed in the home. Use of the library's computers to access or process obscene or inappropriate material, images or sound is prohibited.
- Parents/ guardians should also be aware of the following:

- The Bergenfield Library does not control the information accessed and cannot be held responsible for the content, quality or accuracy of the information retrieved. In no event shall the Bergenfield Public Library be liable for any special, indirect or consequential damages or any damages whatsoever resulting from loss of use, data or profits, arising out of or in connection with the use or performance of information from this server.
- The copyright law of the United States (Title 17, U.S. Code) governs making of photocopies or other reproductions of copyrighted material, including over the Internet. The person using this equipment is liable for any infringement.

The Library reserves the right to terminate an Internet session or to suspend computer privileges for failure to comply with the Acceptable Use Policy and Procedures.

Computer privileges may be denied for any of the following reasons:

- For misuse of the Internet, including for illegal activities or for viewing pornographic materials; For creating a disturbance or otherwise interfering with the right of others to work or use the library, including staff.
- For uncooperative or disrespectful behavior to patrons or library staff, including profane or offensive language.
- For misuse or disregard of library materials or property, including, but not limited to, computer equipment.

Effective November 13, 2008, the library will no longer keep Internet permission forms on file. Each library card registration will include the following notice: "I understand that library cardholders have unfiltered access to the Internet." Parents/guardians signing library cards are asked to initial this statement to verify that they have read the statement. **Parents who do not wish to give their child permission to use the Internet in the library are responsible for retaining control over the child's library card.**

Revised and Approved by Library Board of Trustees, November 13, 2008 Bergenfield Public Library, 50 W. Clinton Avenue, Bergenfield, New Jersey 07621

