

# Computer & Internet Use Policy

All library patrons are expected to use the Pennsauken Free Public Library (PFPL) computers and Internet in a responsible and courteous manner. All regulations governing conduct in the library and library use must be observed by all users. These additional rules and regulations shall apply to all those using PFPL owned computers including Internet access by those computers.

1. Computer usage is limited to 60-minute sessions. Library staff may grant additional time if there are no people waiting to use the stations.
2. Children under the age of **six** are required to have a parent or guardian with them at all times when using the computers.
3. The number of users at any one workstation may be limited at the direction of the library staff.
4. Users must follow all procedures, practices, and rules posted at workstations.
5. Gaming is allowed at the discretion of the library staff.
6. Printing from the computers is not a free service. Patrons must follow posted printing and payment procedures.
7. Users must refrain from conduct which is harmful or potentially harmful to the library's computers.
8. Files cannot be saved to the hard drive. Users are urged to exercise caution in saving private and/or personal information that may be retrieved by others.
9. Downloading of any program or software to the library computers and their hard drives is not allowed. Users are encouraged, however, to inform library staff of any future features they would like to see on library workstations.
10. Violation of computer system integrity by altering, removing, or damaging configurations, hardware or software is not permitted.
11. Unauthorized access to any computer system to obtain files, passwords, or data of others is not permitted.
12. The use of the Internet is a privilege. Inappropriate use will result in suspension and/or eventual cancellation of this privilege.
13. Harassing behavior of any kind is not permitted from library workstations.
14. Illegal activities or encouraging others to commit illegal activities is not permitted on library workstations. These activities include, but are not limited to:
  - The transmission 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 illegal materials or confidential or trade secret information.
  - Engaging in defamation, uploading a worm, virus, Trojan horse or other harmful form of programming or vandalism
  - Spamming or hacking activities
15. Illegal activity involving the library's Internet resources will be subject to prosecution by the appropriate authorities.
16. Users are reminded that Internet access occurs in a public setting and are prohibited from the display and/or distribution of any material that is obscene, contains or makes reference to explicit sexual materials as defined in N.J.S.A 2C:34-3, contains child pornography or is harmful to minors.
17. Users are required to abide by copyright laws and licensing agreements. The Library is not liable for any consequences of copyright infringement.

18. Library staff will assist patrons with Internet use as time permits, but cannot offer personal instruction on Internet operations or personal computer skills.
19. Library staff reserves the right to monitor use of the Internet workstations to ensure compliance with this policy.
20. Library staff have the authority to end a session when material on the screen is inappropriate to the library's public setting.

### **Children and the Internet**

1. The Library affirms the right and responsibility of parents, NOT LIBRARY STAFF MEMBERS, to determine and monitor their own children's use of library facilities and resources, including the Internet. Some sites may contain material that is offensive or inappropriate for minors as defined by law or as determined by their parents or guardians. Library personnel can assist parents and children to find age-appropriate resources. If parents or guardians are concerned about their child's responsible use of the Internet or the potential for exposure to offensive material, they should monitor or restrict that use.
2. Educational materials are available in the Library to promote Internet safety. All users, regardless of age, should exercise caution in sharing personal or private information on-line. Parents and guardians should insure that their minor children are instructed to not reveal personal information about themselves or others in chat rooms, e-mail, social media or other forms of direct electronic communication. Children should never arrange a meeting with someone they have met on the Internet without parental permission.

### **DISCLAIMER**

While every effort has been made to ensure uninterrupted access to the Internet, it is not guaranteed and PFPL is not responsible for any loss, financial or otherwise, associated with the use of these services.

Software and information downloaded from any source may contain viruses, worms, etc. The user assumes the risk from these hazards.

The quality of information on the Internet varies, and each user must consider the validity and reliability of the information found. The Library is not responsible for the correctness of the material.

Library staff cannot control the availability of information links, which change rapidly and unpredictably.

The Library will make reasonable efforts to protect the privacy of every user. However, this privilege cannot be guaranteed. Think before you write; other people can read information that you enter into the Internet.

The Library is not liable for damage to a user's disk, CD, DVD, flash drive, or computer, or for any loss of data that may occur from use of the Library's computers or wireless service.