

## UPPER SADDLE RIVER PUBLIC LIBRARY INTERNET USE POLICY

The Upper Saddle River Public Library (USR Library) and Bergen County Cooperative Library System (BCCLS) are responsible for securing its network and computing systems to a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for current BCCLS card holders. This responsibility includes informing internet users of expected standards of conduct and the disciplinary or legal consequences for not adhering to them. Any attempt to violate the provisions of this policy will result in disciplinary action, including but not limited to temporary revocation of the library internet service, regardless of the success or failure of the attempt. Permanent revocation can result from disciplinary actions taken by the Library Board of Trustees called upon to investigate network abuses.

The users of the Library Internet service are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, this organization will fully comply with the authorities to provide any information necessary for the litigation process.

### **SECTION 1: GENERAL COMPUTING POLICY**

Use of the Internet Service is for one half (1/2) hour intervals. Any person found using this service without authorization will be held responsible as per these guidelines. Once a person begins to use this service and is accessing the network, they are solely responsible for all actions taken while on the network. The responsibility for all action taken while on the network of any person under age of 18 rests solely with the parents or legal guardian. In connection therewith, a parent or legal guardian shall be required to sign the network responsibility contract applicable to all users in Grades 8 and under. It will be the responsibility of the users parent to pay any fees accrued by that user at the time they are registered to use the computer. Therefore, the following actions are prohibited:

- 1.1 Registering to use the Internet Network Navigator under false pretense.
- 1.2 Sharing your time on the computer with another person. If you do share yours time with another person, you will be solely responsible for any abuse by that person.
- 1.3 Deleting, examining, copying, or modifying of files and or data belonging to the Upper Saddle Public Library and Bergen County Cooperative Library. System without their prior consent.
- 1.4 Attempting to evade or change resource quotas.

- 1.5 Impeding other users through mass consumption of system resources, after receipt of a request to cease such activity.
- 1.6 Using facilities and/or services for unauthorized commercial purposes.
- 1.7 Any unauthorized, deliberate action which damages or disrupts a computing system or network, alters its normal performance, or causes a malfunction regardless of system location or time duration.
- 1.8 Downloading of any material is prohibited. Material can be printed through the printer at \$.10 per page.

## **SECTION 2: ELECTRONIC MAIL POLICY**

Electronic mail (“E-mail”) is an electronic message sent by or to a user in correspondence with another person having E-mail access. Electronic mail service is available to users of this system using free E-mail services on the Internet. In the event that the following actions occur, disciplinary action will be taken against the user.

The following actions are prohibited:

- 2.1 Forging or attempting to forge electronic mail messages.
- 2.2 Attempting to read, delete, copy, modify or view without permission, any E-mail messages that are not in your mailbox.
- 2.3 Attempting to send harassing, obscene and/or threatening E-mail to another user.
- 2.4 Attempting to send unsolicited junk mail, “for profit” messages, or chain letters.

## **SECTION 3: NETWORK AND COMPUTING SYSTEM SECURITY**

A user of the network may be allowed to access only authorized networks of the computer systems attached to those networks. Therefore, the following are prohibited:

- 3.1 Using systems and/or networks in an attempt to gain unauthorized access to remote systems.
- 3.2 Using systems or networks to connect to other systems evading the physical limitations of the local or remote system.
- 3.3 Decrypting system or user passwords.

- 3.4 Copying system files
- 3.5 Duplicating copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license.
- 3.6 Attempting to “crash” network systems or programs.
- 3.7 Attempting to secure a higher level of privilege on network systems.
- 3.8 Willfully introducing computer “viruses”, disruptive, or destructive programs into the organization network or into external networks.

The Bergen County Cooperative Library System and Upper Saddle River Public Library are the owners of this system. BCCLS, as the system administrator, has access to all files. Therefore, users should have no expectations of privacy with respect to said files. Although the system administrator will not normally inspect the contents of files or E-mail without the consent of the sender, they will do so if required by law or policies of the Upper Saddle River Library, or to investigate complaints regarding files or E-mail which is alleged to contain defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. Further, the Upper Saddle River Public Library is obligated to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any E-mail transmitted on or misuses of the network and computing systems.

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**NETWORK RESPONSIBILITY CONTRACT**

I UNDERSTAND AND AGREE TO ABIDE BY THE ABOVE TERMS AND CONDITIONS FOR ACCESS TO THE UPPER SADDLE RIVER/ BERGEN COUNTY COOPERATIVE LIBRARY SYSTEM ELECTRONIC NETWORK. I FURTHER UNDERSTAND THAT ANY VIOLATIONS OF THE ABOVE REGULATIONS ARE UNETHICAL AND MAY CONSTITUTE A CRIMINAL OFFENSE. I UNDERSTAND THAT ANY VIOLATION OF THE ABOVE NOTED GUIDELINES AND REGULATIONS COULD RESULT IN THE REVOCATION OF MY ACCESS. RIGHTS, THE IMPOSITION OF LIBRARY DISCIPLINE, CRIMINAL PROSECUTION AND OTHER LEGAL ACTION.

Name of User: \_\_\_\_\_ Telephone # \_\_\_\_\_

Library Barcode: \_\_\_\_\_ DATE: \_\_\_\_\_

User Signature \_\_\_\_\_

**PARENT OR GUARDIAN NETWORK RESPONSIBILITY CONTRACT**

(If user is under the age of 14, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this child, I have read the Terms and Conditions for access to the USR/BCCLS electronic network. I understand that it is my responsibility for any materials my child may access on the network. If I choose not to be with my child when they are using the network services, I will not hold the Upper Saddle River Public Library or the Bergen County Cooperative Library System responsible for materials acquired on the network.

Further, I understand that the inappropriate use of the network by my child could result in discipline, criminal and civil penalties. I Accept full responsibility for supervision whether my child is in the library or not. Further, I accept responsibility for any damages or injuries caused by my child's use of the network, either in the library or outside of the library, in a manner which violates the Terms and Conditions set forth in this agreement.

With this understanding, I hereby give permission to issue electronic network access for my child and certify that the information on this form is correct.

Parent or Guardian: \_\_\_\_\_ (please print)

Library Barcode: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NO PERSON WILL BE PERMITTED TO USE THE INTERNET SERVICES WITHOUT A VALID BCCLS LIBRARY CARD AND A SIGNED RESPONSIBILITY CONTRACT IF UNDER THE AGE OF 14