INTERNET ACCESS

The Internet is a valuable tool available for providing library services. The New Buffalo Township Library provides access to the Internet through staff accounts for professional staff, public service staff, and other staff as necessitated by job responsibilities. Staff is encouraged to use the Internet for business communications, to conduct research for patrons and library programs, and to monitor appropriate listservs and blogs. To ensure that a broad range of information is shared and to conserve time, staff may monitor library-related listservs and blogs and to relay important information to other staff.

Staff may use Internet resources to answer reference questions and to supply information for patrons. The library will accept requests for materials, reference questions, or other communications via its general e-mail address from patrons normally served by the library. Personal use of Internet accounts by staff is not prohibited, but any personal communications must include the following disclaimer: "Views expressed by the writer do not necessarily reflect those of New Buffalo Township Public Library." Personal use of the Internet should not be conducted on staff time and personal files should not be maintained on the library computers. Library Internet accounts may not ever be used for illegal or commercial purposes.

As part of the library's mission of providing access to information of all types in a wide range of formats, the New Buffalo Township Public Library provides access to the Internet for staff and patrons. Patrons may also access the Internet via personal laptops using the library's wireless connection. Information exchanged electronically should not be considered secure.

Patron use is subject to the library's acceptable use policy. Parents are responsible for monitoring their children's use of library computers and the Internet.

Library staff may help patrons access the internet and provide basic instruction, but cannot fill out forms, applications or provide help beyond basic instruction.

INTERNET USE

As part of its mission to provide a broad range of information in a variety of formats, the New Buffalo Township Public Library provides access to the Internet. The library is responsible only for the information provided on its own Web site. The library cannot monitor or control information accessed via the Internet. The library cannot guarantee that information on the Internet is accurate.

New Buffalo Township Library utilizes Comcast as its Internet service provider.

As part of our agreement with Comcast, use of services for any activity that violates, or constitutes an attempt to violate, any local, state, federal or international law, order or regulation, or to engage in tortuous conduct, is a violation of this Policy. You may not use the Service to harm or attempt to harm a minor, including, but not limited to, posting, possessing, disseminating, or transmitting material that is unlawful, including child pornography or obscene material or material that infringes on the copyright of another.

Illegal activity is prohibited in New Buffalo Township Library and on New Buffalo Township Library's networks, equipment and software. Employees are authorized to bring to an individual's attention any act which will detract from the decorum of the library or will create a hostile workplace in violation of state and federal civil rights laws. In cases in which it is deemed necessary to enforce laws, police will be called for assistance. New Buffalo Township Library cooperates with police in the enforcement of laws, statutes and ordinances.

Patrons, including minors, who access the Internet in the library, may not display text or graphics defined by federal or state law as obscene or pornographic. In addition, minors are prohibited from accessing materials considered to be "harmful to minors." Library employees are authorized to take appropriate actions to enforce the rules of conduct and to prohibit use of computers by individuals who fail to comply with the Internet Safety Policy as stated or implied herein.

Deliberate and continued display of some materials that are not obscene or pornographic may still constitute sexual harassment. Actions that violate federal, state, or local laws will be referred to the appropriate law enforcement agencies. Repeated actions that create a disturbance or that may be considered sexual harassment may result in the loss of some or all library privileges. U.S. copyright law governs unauthorized use or distribution of copyrighted materials. Users may not copy or distribute electronic materials, except as permitted by the fair-use regulation without permission of the copyright owner.

While the use of chat rooms, social networking sites, wikis, blogs, and other Internet functions are not prohibited, the Library neither encourages nor offers technical support for their use. Patrons should be aware that the anonymity of some functions might also provide cover for individuals with criminal intentions. Users, including minors, are warned that other individuals may obtain unauthorized access to personal information and/or may misrepresent themselves. Users, including minors, are advised not to share personal identification information to unknown or otherwise unverified sources via electronic communication.

The library is unable to monitor or control the content of materials on the Internet, does not guarantee the accuracy or currency of information obtained through the Internet, and assumes no responsibility for any direct or indirect

damages arising from the use of the Internet.

Patrons who access the internet on wifi are not monitored.   Parents assume any responsibility for any site accessed by their children.

Library users with a laptop or other wireless device can access the Internet via the library's network. Library users must provide their own computer with a wireless network card. Users are responsible for setting up their own equipment. Library staff members are not permitted to provide direct assistance configuring laptops.

Printing is not accessible via the wireless network. The library's wireless network is not secure. Information sent from or to your laptop can be captured by anyone with a wireless device and the appropriate software. Users are responsible for virus protection, personal firewall, and other measures to protect the information on their laptop. The library is not responsible for any loss of information or damage to your laptop that might result from using the wireless network.

To comply with Michigan Public Act No. 212 of 2000, Internet computers located on the main floor of the Library are for use by adults only, and Internet computers located in the Lower Level of the Library are for use by minors only. An exception may be made for an adult to use the Children's computers only if the adult is using the internet with their child and there is a computer available. Children under the age of eighteen (18) years (minors) shall not be permitted individual use of the Internet computers without written consent of a parent or legal guardian. Internet access includes library computers, IPad, and WIFI. A parent or legal guardian who wishes to allow his/her child to use the Internet access without parental supervision shall be requested to sign an Internet Access Release Form in person. Staff will request proof of identification, such as a driver's license or social security card. Proof of identification will be photocopied and attached to the signed release form. A minor who does not have written consent of a parent or legal guardian to use the Internet will only be allowed to use it in the presence of his/her parent or legal guardian.

Patrons must sign in and out at the circulation desk to use computers, IPad or to get a WIFI access code. Staff will check the Internet Access Release form list before allowing a minor to sign up for internet access. Parents or legal guardians are encouraged to discuss the use of the internet in relations to family values, set boundaries with their children, and to monitor their children's use of the internet.

 Individual computer stations maybe designated for special use by staff or patrons at the discretion of the library director or designated staff. Special use may include homework or research and take precedence over other forms of computer usage.

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The Staff will assist library users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained Staff will be available to assist users at all times when the Library is open. The Staff is not able to offer extensive explanations about the Internet or personal computer use or provide in-depth training. Time permitting, the Staff will try to answer specific questions about the Internet and offer suggestions for effective searching. The Staff can also provide information about Internet training opportunities and Internet books and manuals.

Internet Guidelines

All users of the Internet are expected to use this Library resource in a responsible and courteous manner, consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulations and procedures established for its use including, but not limited to, those of the Library. Responsible, courteous use of the Internet includes:

- Recognizing that the Internet, like all of the Library's information sources, must be shared and used in a manner which respects the rights of others and refrains from activity that prevents others from using it.
- Using the Library's Internet resources for educational, informational and recreational purposes only.
- Refraining from illegal or unethical use of the Internet.
- Respecting intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise controlled software or data residing on the internet.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
- Refraining from damaging or altering the setup of the equipment used to access the internet at the Library.
- Refraining from altering or damaging software or data residing on the library computers.

- Refraining from the deliberate propagation of computer worms and viruses.
- Refraining from the transmission of obscene, pornographic, threatening, harassing or abusive language and images.
- Games or movies rated mature are prohibited on all media, including gaming systems, iPad, and computers, in the youth services area. Only games provided by the library are allowed on gaming systems.
- There is absolutely no eating at computer stations. Those who violate this policy will have their computer shut down by staff, for the rest of the day.

Internet procedures and computer usage

1. All patrons wishing to use a computer must sign up at the mConsole station using their full name. Computer sessions will start after the user agrees to the acceptable use policy on the sign in page. Use of computers is available to patrons on a first-come, first-served basis and each computer will be assigned in order of sign up time. In order to accommodate as many patrons as possible, sign up periods shall be limited to sixty (60) minutes per day. However, more time may be allowed if there are open computers. Users who must leave their computer for a short time should inform the staff to keep their time slot available. Users must log off when they are done using the patron computer.

3. Printing from computer stations is available. All print jobs will be processed at the circulation desk. Each page printed, good or bad will cost .10 cents each, .20 cents for double sided. For color or larger size print jobs, please refer to the copier pricing.

4. Patrons may use USB drives or CDs to store files. These devices must be free of viruses and are the sole responsibility of the owner. The library will not be responsible for any damage or loss of information on a patron's USB drive or CD.

5. Patrons do not have the authority to install programs or download programs on the library computers. Only designated library staff will be allowed to make changes or install computer software.

6. All computers, except the on-line catalog, will be turned off five (5) minutes prior to closing. Patrons signed in on computers are expected to have their tasks (printing, disk back-up) completed before closing time.

Computers will be turned off five (5) minutes prior to closing time whether or not the patron has finished his/her tasks. Users agree to this procedure at sign in and neither the library nor the staff are responsible for lost work.