

PC & Internet Use Guidelines

20 January 2008

Please read the following Internet Use Policy

Customers of the Frankston Library Service's Public Access PCs must conform to the Internet Use Guideline outlined below.

AIMS

- Promote fair and equitable use of the Internet as an informational, recreational and educational tool
- Promote freedom of information
- Promote lifelong learning
- Set clear guidelines in the use of the Internet that will protect staff and customer rights to access the public PCs
- Promote the responsibility of customers when using electronic resources

RESPONSIBILITY OF THE USER

Independent use of the Public Access PCs

The Frankston Library Service provides public access PCs to our community as one of our library services. Library customers are expected to be able to use the Internet, online and MS Office applications independently. The Frankston Library Service disclaims all responsibility for the actions of users who access the Internet via our public access PCs.

Courtesy to Staff

Customers are reminded that the Internet is a diverse tool. As a result, staff members cannot be expected to be experts in all problems users may experience for the service they are accessing. Courtesy to staff members is expected at all times.

Offensive Material

The library's connection to the Internet provides our community with access to a diverse range of information. While the library does not censor our link to the Internet, customers must limit the material they access to that which meets general community standards. Customers are not permitted to use the library's PCs to access pornographic, criminal or generally offensive material or use it for illegal purposes. Final judgment of whether material is offensive will be made by the library staff.

Children's use of the Internet

Children's use of the Internet is the responsibility of their parent or guardian. Parents or guardians should monitor their child's use of the Internet at the library. Any material viewed by children whilst using the Internet is the sole responsibility of the parent or guardian. For more information on managing children's access to the Internet, please read our information sheet: Parent's Guide to the Internet.

Ethical Use

All users of electronic information resources such as the Internet are expected to use these resources in a responsible manner, consistent with the educational, informational and recreational purposes for which they are provided. It is unacceptable to use the library's public access PCs and Internet connection for any of the following:

- For any purposes which violate applicable Australian or Victorian laws. Users must respect all copyright laws and licensing agreements pertaining to software, files and other resources obtained via the Internet.
- Destruction of or damage to equipment, software or data belonging to the library.
- Sending, receiving or displaying text or graphics which may reasonably be construed as offensive by community standards.
- Violating computer system or network integrity, including attempts to bypass network security functions, obtain passwords or alter the configuration of library workstations in any way.
- Illegal use or access to Internet resources.
- Harassing others.
- Violations of the Conditions of Use.

Erroneous Content

The Frankston Library service has no control of the Internet's content and assumes no responsibility for the quality, accuracy, suitability or currency of any Internet resources.

Computer Viruses

Material being downloaded from the Internet may contain viruses. These viruses may cause damage to a network or computer. It is the responsibility of the member to check any downloaded material prior to installing any software on their own computer. The Frankston Library Service accepts no responsibility for any damage caused as a result of downloaded viruses or other software.

Penalties

Breach of the Conditions of Use and policies may result in the removal of a customer's access to this service, removal from the library or prosecution by the relevant authorities where appropriate.

RESPONSIBILITY OF THE LIBRARY

Frankston Library Service will:

- Provide a copy of the library's PC Guidelines where the terminals are stationed.
- Provide a copy of the libraries PC Conditions of Use where the terminals are stationed.
- Provide assistance where required, keeping in mind that the staff are not expected to be experts with relation to particular problems and that the user is responsible for their own use.
- Maintain confidentiality and privacy as noted below while maintaining the right to monitor all PC access at any time.
- Provide records as requested by relevant authorities under state or federal laws for criminal or investigatory purposes.

- End sessions of unethical or offensive use of the public PCs when identified.

Bookings

- Customers must be members of the library to book time on the public access PCs.
- An individual is able to book use of the public access PCs for a maximum of two hours a day.
- Bookings may be made by telephoning the library, or in person.
- Bookings may be made up to one week in advance.
- Computer bookings will be cancelled if the customer does not attend their booking within 15 minutes of the starting time.
- There are 20 minute Express computers available for use without booking.

Visitors

Visitors to Frankston City may access the library's public access PCs, subject to these conditions of use.

- Bookings may only be made in person and a membership application must be made and approved, with relevant personal details provided.
- There are 20 minute Express computers available for use by all customers.

