

## Council Policy – Public Internet Usage and Access to Computers

<b>Responsible Directorate</b>	Corporate Services
<b>Responsible Business Unit/s</b>	ICT
<b>Responsible Officer</b>	Manager ICT
<b>Affected Business Units</b>	ICT Library Services

### Objective

The objective of this Policy is to promote responsible use of public internet services and public computer facilities provided by Serpentine Jarrahdale Library Services.

### Scope

This Policy applies to all users of the Serpentine Jarrahdale Library Services

### Policy

#### Introduction

The Shire of Serpentine Jarrahdale (Serpentine Jarrahdale Library Services) recognises the needs of the community to access information and provides the library computers and a public wireless network as a means of satisfying those needs. The Shire also recognises the need to regulate that access to comply with contemporary social standards and the law.

As with all formats of information, users must respect copyright laws and licensing agreements. The Library cannot act as a censor, the public access the internet at their own discretion.

Users may find materials that are unreliable, personally offensive or illegal under Australian law. The Library does not endorse the viewpoints or vouch for the accuracy of information obtained through the Internet.

As a product of its international character there is no external monitoring of the internet. The Library cannot police global networks and each individual user must take responsibility for their own activities on the Internet and for the activities of their children.

#### Children and Young People Headings

As with other Library materials, the supervision of children and young persons (under the age of 18) is the responsibility of the parent or legal guardian whilst using the Library's public access computers.

#### Risks Applying to the use of the Serpentine Jarrahdale Library Services Internet Connection

Users are advised of the following risks of using the Library's public access computer facilities:

- The library has no control over the content of material available via the internet and accepts no responsibility for any damages, direct or indirect arising from the use of its internet access.

- The library takes no responsibility for the accuracy, reliability, or currency of the information obtained via the Internet including confidentiality of any transactions particularly e-commerce transactions.
- The internet is a largely unpoliced domain and is host to people and organisations that pose a danger to others. The Library does not police or monitor interactions over its internet connection and users are advised to exercise due care in disclosing personal information over the internet.
- Each user is required to make their own assessment of the truth, completeness, accuracy or suitability of information found on the internet.

### **Protocols for using the Library's public access computers**

It is unacceptable to use the library's public terminals and wireless networks for any of the following:

- Any activities of an illegal or fraudulent nature. Some activities are unlawful; and therefore prohibited. Unlawful activities include but are not limited to:
  - gaining access to any material that is pornographic, offensive or objectionable,
  - harassment (sexually, bullying or otherwise) of another person,
  - engaging in any defamatory message, including reading and then forwarding a message of which you are not the author,
  - sending or forwarding anything that is abusive, sexist, racist, pornographic, offensive or otherwise illegal.
- Violating applicable Australian or state laws, eg *Copyright Act 1968*.
- Violating computer system or network integrity, including attempts to bypass network security functions, obtain passwords or alter the configurations of library workstations or systems in any way.
- Committing illegal activity.
- Harassing others.

### **Terms and Conditions of Use**

Access to the public use computers will be through half hour bookings. Additional access is available if it is not booked by other customers.

- Bookings are not transferable. Latecomers lose the unused portion of their reserved time.
- There will be no charge for computer access, though a charge will apply for material printed (at the applicable photocopying charge).
- The library is not responsible for technical problems experienced by websites beyond its control that may result in down time. Copyright laws and licensing agreements must be respected.
- The Library is not responsible for any fees incurred on websites.
- The computers are located in public areas shared by customers of all ages, backgrounds and sensibilities. Individuals are asked to consider other customers when accessing the internet from the public access computers.

- Access to the public access computers is provided in a public place and through publicly available facilities. Therefore no guarantee of privacy can be made.
- Library internet terminals may not be moved, unplugged or modified in any way.
- All material accessed must be appropriate to a public access site. Non-compliance will result in the suspension of library access rights.
- Any person who abuses protocols for allocating computer facilities may have access to the facilities restricted or withdrawn.
- Users of the Library's computer facilities that infringe the security of people or property is grounds for immediate exclusion from the Library premises and temporary or permanent loss of access to those facilities.

### Disclaimer

Every endeavour will be made to provide reasonable internet access for all users with bookings, however the Library reserves the right to cancel a booking should it be necessary to do so.

### Definitions

Nil

### Related Documents

- Council Plan 2023-2033
- Business Operating Policy (BOP)- Public Library Lost and Damaged Items
- Public Wifi – Guidelines for Use

### Legislation / Local Law Requirements

- *Local Government Act 1995*

### Amendment Record

		Date	Resolution Number
<b>Council Adoption</b>		<b>22/02/2016</b>	<b>OCM023/02/16</b>
Version	Date	Resolution Number	Amendment Details
2	18/12/2017	OCM179/12/17	
3	17/03/2025	OCM068/03/25	New template. Updated references from Mundijong Public Library to Serpentine Jarrahdale Library Services.