

PEOPLES NETWORK

ACCEPTABLE USE POLICY

Scope

This policy governs the use of the Internet and all Information and Communication Technology (ICT) by members of the public.

Introduction

The Internet is a valuable research and information tool which is provided **free** of charge by South Tyneside Libraries or other public access locations to its members although charges may apply for printing or for purchase of storage media. This is an integral part of our information provision, complementing that of the printed word.

The Library Service or other public access locations do not deny legitimate access to information by any member of the public, but recognises that such a resource is potentially open to misuse and abuse. The following policy has been produced in order to safeguard the interests of the Library Service or other public access locations and the community it serves.

All users must abide by the terms and conditions of the Acceptable Use Policy. Failure to comply with any of the terms may result in the use of the ICT facilities being suspended, withdrawn; or may lead to prosecution.

Terms and conditions of use

General

- No more than 2 people may use any single Public Access Terminal at any one time.
- The Library Service and other public access locations strongly recommends that no personal details are given, and do not recommend you attempt to meet any other person you contact online.
- All users must act in a manner that is considerate to other users.
- Never attempt to gain unauthorised access to or violate any computer network or system, nor attempt to alter, in any way, system or software configurations.
- Any work you want to keep must be saved to a personal storage device, as material cannot be retained on the hard drive of a library or other public access computer.
- You must notify staff immediately if any warning message appears.
- You should not attempt to create, open or forward any computer viruses or other malicious code.
- You accept responsibility for your own health and safety whilst using the computer equipment.
- Never allow another person to use your login or password.

Copyright

All adult users, and the Parent or Legal Guardian of users under the age of 16 will be responsible for the use of information retrieved with regard to existing copyright legislation.

Users may print or download information received from the Internet and other information sources. If you copy any of this information you may be breaking copyright law unless you have prior permission from the copyright holder. Where it is permissible to copy material, only one copy is to be made and that information should be used for private study or research only.

Music and other entertainment such as movies are available on the Internet, however this does not always mean that it is legal to download or copy. It is your responsibility to find out if by downloading such material you are breaking copyright law.

If you infringe copyright regulations, you will be responsible for paying any damages and costs - including those payable by the Local Authority.

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Disclaimers

All adult users, and the Parent or Legal Guardian of users under the age of 16 will be responsible for any information retrieved from the Internet at a Public Access Terminal. The Library Service and South Tyneside Council accepts no responsibility for:

- Inappropriate material, which has not been blocked by filtering software used.
- For the nature, or the accuracy of the information accessed and retrieved.
- Technical malfunctions that may prevent access to ICT facilities.
- Any material downloaded from the Internet on to any storage device that may contain a computer virus or other malicious code; or for any subsequent damage to other computers.
- Security of sites visited or purchase made.

South Tyneside Council accepts no responsibility for the misuse of any confidential information sent over the Internet. Please ensure that any transactions are secure; if in any doubt do not proceed with the transaction.

Unacceptable Use

The following activities are deemed unacceptable and are prohibited.

- Violations of copyright, patent or other intellectual property, or similar laws or regulations, such as the installation or distribution of "pirated" or other software products that are not appropriately licensed.
- Unauthorised copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music or entertainment of any copyrighted software for which you do not have an active license.
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal.
- Intentional introduction of computer viruses or malicious programs. (e.g. viruses, worms, Trojan horses, e-mail bombs, spyware, adware etc.).
- Revealing your login or password to others or allowing use of your login by others. This includes family and friends.
- It is illegal under the Computer Misuse Act 1990 to attempt to gain access to any computer system, or alter data, where you have not been specifically authorised to do so.
- Making fraudulent offers of products, items, or services originating from any Council account or system.
- Equipment should not be moved, tampered with or reconfigured; this includes the installation of any unauthorised software or hardware.
- Executing any form of network monitoring, port scanning or security scanning or interception of data not intended for you.
- Interfering with or creating a situation, which would result in a service being disrupted or denied to other users.

Inappropriate Material

It is strictly prohibited for users of South Tyneside Libraries or other public access locations to access, search for, view, create or distribute any material deemed to be illegal or inappropriate.



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Inappropriate material is defined as anything that could disturb, cause offence or harassment, encourages criminal or terrorist activity; or is illegal.

This includes but is not limited to material that is racist, pornographic, hate related, defamatory, libellous, offensive, encourages criminal or terrorist activity, could contribute to harassment or could be offensive to other users.

Monitoring

Please note - that all sessions may be monitored for security and compliance purposes.

Compliance

Library staff or other public access locations staff can at any time suspend the facility of any user they suspect of failing to comply with these terms.

Repeat offenders breaking the terms of this agreement may have their access permanently removed.

Data Protection

The Library Service and other public access locations are bound by the regulations of the Data Protection Act (1998) and will not release information on the use of specific Internet resources by members of the public except as required by law to disclose the commission of an offence, or for the purpose of the management of the public use of the Library Service or other public access locations.

Children and young people under 16

The Library Service and other public access locations do use filtering software but cannot guarantee that all unsuitable material will be screened. The Library Service or other public access locations cannot be held responsible for any material accessed and strongly advises that the Parent or Legal Guardian fully acquaints himself or herself with the Internet before signing the consent form.

Parents and Legal Guardians must assume responsibility for deciding which resources are appropriate for their child, and guide their child in the use of the Internet and the materials they may or may not access.

Children under the age of 8 will be allowed ICT and Internet access but only if accompanied by a Parent or Legal Guardian on each visit.

South Tyneside Council expressly disclaims any liability or responsibility arising from access to or use of its public ICT facilities at any location in the Borough.
