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## City of Swan Libraries Public Computer Facilities Conditions of Use

The City of Swan Libraries supplies access to its computer facilities on the following conditions. By using the computer facilities, users agree to these conditions.

### 1. Release

1.1 By using the computer facilities, users release and discharge the City of Swan from any liability which might arise from the use of the facilities including liability in relation to defamatory or offensive material or any breach of copyright which may occur as a result of use.

1.2 The City of Swan is not responsible for any loss or damage occurring from the use of these facilities, including accuracy or content of web sites, technical difficulties, service interruptions or the transmission of computer viruses.

1.3 This computer facilities are the property of the City of Swan and for authorised use only.

1.4 USERS (AUTHORISED OR UNAUTHORISED) HAVE NO EXPLICIT OR IMPLICIT EXPECTATION OF PRIVACY.

1.5 Any or all activities on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to the City of Swan and law enforcement personnel.

1.6 By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorised personnel of the City of Swan.

1.7 The City of Swan cannot guarantee security of confidential information which may be entered by users online, for example, onto websites, web-based forms or emails.

### 2. Access

2.1 Users must be a current member of a City of Swan Library and have their membership card present when using the computer facilities.

2.2 A parent or guardian, by applying for and accepting a membership card for their child, assumes full responsibility for their child's access to the library's computers and/or internet service and must supervise such access

2.3 Access to computer facilities may be prohibited if the user demonstrates unacceptable behaviours listed in section 5.5 of these Conditions of Use.

2.4 The City of Swan does not filter access to the Internet, but facilities are monitored, and all activities are logged.

2.5 Access to the Internet is available free of charge. Time limits will apply.

2.6 The computer facilities are available at all libraries during opening hours until 15 minutes before the advertised closing time.

2.7 All users are responsible for ensuring the privacy of their personal details while accessing the Internet.

2.8 Complaints about Internet content should be directed to the Australian Communications and Media Authority (ACMA - [www.acma.gov.au](http://www.acma.gov.au)).

### 3. Reserving a computer

3.1 Bookings can be made up to 7 days in advance using the Kiosk PCs.

3.2 Users are allowed a maximum of 120 minutes per day.

3.3 Users must vacate the workstation at the end of their allotted time.

### 4. Saving & Printing

4.1 Users are responsible for planning their time on the computer facilities.

4.2 Sessions are automatically timed and will log off at the end of the booked session.

4.3 The user **MUST** save all documents to a portable storage device; any unsaved data or data saved to the computer will be lost.

4.4 The system provides time warnings at 10 minutes, 4 minutes and 60 seconds before the scheduled end time of the session. Any data saved to the PC hard drive will be cleared when the PC is restarted.

4.5 Printing is available via shared network printers on paper supplied by the library. The fees for printing are displayed or advised by staff. Print jobs are released from the Kiosk PCs; users will be prompted for payment at this stage. Non released print jobs will be automatically deleted at midnight every day.

### 5. Unacceptable Behaviour

5.1 The library is a public place, and unacceptable behaviour will lead to the suspension of library and computer privileges and possible criminal penalties.

5.2 Any equipment malfunction should be reported to staff immediately. Users should not attempt to “repair” hardware or software problems or attempt to make any changes.

5.3 Any person who uses a computer and/or internet service (including Wi-Fi) provided by the City of Swan acknowledges that pursuant to sections 99 to 102 of the *Classification (Publications, Films and Computer Games) Enforcement Act 1996*, it is a criminal offence to:

5.3.1 Obtain possession of, transmit, advertise or request the transmission of objectionable material; or

5.3.2 Transmit to or make restricted material available to a child.

5.4 Any person considered to be in breach of either section 101 or section 102 will be referred to the appropriate authorities.

5.5 Unacceptable behaviour includes but is not limited to:

(a) Destruction or damage to library equipment or software

- (b) Changing the setup or configuration of the PCs; this includes loading unauthorised software applications
- (c) The downloading and/or viewing of material that contains content considered to be 'objectionable material' or 'restricted material' as defined by the *Classification (Publications, Films and Computer Games) Enforcement Act 1996*
- (d) The downloading and/or viewing of offensive or obscene material including, but not limited to:
  - i. material about which there is generally a consensus view that it is unacceptable;
  - ii. material that describes, depicts, expresses or otherwise deals with matters of nudity, sexual activity, sex, drug misuse or addiction, crime, cruelty, violence or revolting or abhorrent phenomena in a manner that a reasonable adult would generally regard as unsuitable for minors;
  - iii. material that describes or depicts a person who is, or looks like, a minor under 16 years engaging in sexual activity or in an indecent sexual manner or context;
  - iv. material that promotes, incites or instructs in matters of crime, violence or unlawful harassment or discrimination; and
  - v. uses profane, indecent or obscene language.
- (e) Bullying, intimidating, insulting, harassing or causing emotional harm to others online
- (f) Licence infringement
- (g) Attempting to modify or gain access to files, password or data belonging to others
- (h) Unauthorised monitoring of electronic communications
- (i) Inappropriate use of email services
- (j) Unauthorised infringement of Copyright
- (k) Excessive downloading of substantial amounts of material, e.g. music, movies, games
- (l) Contravention of all applicable Federal, State and Local laws, and Library Conditions of Entry.

5.6 Users understand that if they breach these conditions, their use of library facilities may be suspended or terminated at the discretion of the Chief Executive Officer.

**Unauthorised or improper use of this system may result in administrative disciplinary action and or criminal penalties.**

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## Document control

### Document approvals:

Version #	Adoption
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1.	27/4/2016
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2.	5/7/2021
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3.	4/02/2025
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4.	
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### Document responsibilities

<b>Custodian:</b>	<b>Custodian Unit:</b>	Library Services
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### Document management:

<b>Risk rating:</b>	<b>Review frequency:</b>	Annually
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<b>Next review:</b>	04/02/2026	<b>ECM Ref:</b>	3606492
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### Compliance requirements:

**Legislation:**

**Industry:**

**Organisational:**

**Strategic Community Plan:**