

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.

Release

By using the computer facilities, users release and discharge The City of Swan council 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.

City of Swan Libraries 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.

This is a private computer system and is the property of the City of Swan. It is for authorised use only.

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

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.

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.

Membership

Users must be current members of City of Swan Library Service and have their card present when using the computer facilities.

A Parent or Guardian, by applying for and accepting a Library Card for their child, assumes full responsibility for their child's access to the Library's computers and/or internet service.

Access to computing facilities will be blocked if the user has any outstanding loans or an account on their library membership record.

Access

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.

City of Swan Library Services does not filter access to the Internet but facilities are monitored and all activities are logged. It is the responsibility of the parent or guardian to supervise their child's access to the Internet.

Access to the Internet and Microsoft applications is available free of charge. Time limits will apply.

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

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

Complaints about Internet content should be directed to the Australian Communications and Media Authority (**ACMA - www.acma.gov.au**).

Reserving a computer

Bookings can be made up to 7 days in advance using the Kiosk PCs. Bookings at Bullsbrook and Guildford libraries must be placed with staff members.

Users are allowed a maximum of 120 minutes per day.

Bookings will be automatically cancelled after 10 minutes if a user does not arrive on time. This time will be subtracted from the user's daily time allotment. The time is defined by the computer clock.

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

Public Computer Facilities Conditions of Use (continued)

Saving & Printing

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

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

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

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

Printing is available via shared network printers on paper supplied by the library and is charged accordingly. 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. At Bullsbrook and Guildford libraries, see staff members to pay for and collect your print jobs.

Our expectations of Users

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

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.

Unacceptable behaviour includes but is not limited to:

- Destruction or damage to library equipment or software
- Changing the setup or configuration of the PCs; this includes loading unauthorised software applications
- The intentional downloading and/or viewing of material that contains content considered to be 'objectionable material' and 'Restricted material' as defined by the Western Australian Censorship Act 1996, Division 6
- The intentional downloading and/or viewing of offensive material including, but not limited to: harassing language or images; racial, ethnic, sexual, erotic or gender specific comments or images; and other comments or images that would offend someone on the basis of their religious or political beliefs, sexual orientation, physical features, national origin or age.
- Licence infringement
- Attempting to modify or gain access to files, password or data belonging to others
- Unauthorised monitoring of electronic communications
- Inappropriate use of email services
- Intentional unauthorised infringement of Copyright
- Excessive downloading of substantial amounts of material, e.g. music, movies, games
- Intentional contravention of Copyright and all other applicable Federal, State and Local laws, and Library policies and regulations, copies of which are available at the service desk.

UNAUTHORISED OR IMPROPER USE OF THIS SYSTEM MAY RESULT IN ADMINISTRATIVE DISCIPLINARY ACTION AND OR CRIMINAL PENALTIES.

Date of Last Review: January 2021 Next Review Due: January 2022

0001LIB-2021

www.swan.wa.gov.au/libraries

 /swanlibraries  /cityofswanwa

