

# Computer Use and Internet Policy - Public

## 1. Purpose

To provide the community with guidelines for the use of Goulburn Valley Libraries (GVL) Information Communication Technology (ICT) resources available for public use, including desktop computers and Wi-Fi.

## 2. Objective

GVL, through its ITC resources, aims to make internet services available to its community and to provide access to current information and communication resources.

## 3. Principles

GVL endorses the principals of free access to information. Members of the public using library computers agree to terms and conditions of use prior to logging on and therefore GVL is not responsible for information selected and accessed by any individual. GVL actively encourages use of ICT resources in a cybersafe manner.

## 4. Use of GVL computers

GVL assumes no responsibility for any damages, direct or indirect, financial or otherwise, to property or person arising from use of internet services and/or information accessed on the internet.

GVL prohibits use of the internet for:

- violating national and international copyright laws;
- any illegal or criminal activity;
- cyberbullying;
- damaging library computer hardware or software.

Use of plug and play devices such as digital cameras and USBs are permitted.

Due to security settings on GVL computers some devices may not be accessible e.g. some cameras and other USBs require software which cannot be installed GVL computers. GVL may sell portable storage devices at a reasonable rate to patrons for the purpose of saving documents.

## 5. Security of GVL computers

To ensure privacy of users, GVL computers shut down after each individual use, and revert to default settings. Software prevents any saving of documents to the hardrive or changes to settings.

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## **6. User's responsibilities**

It is the user's responsibility to ensure they abide by the Computer Use and Internet Policy.

Time limits may apply to internet access.

All users of the internet and wireless must read and accept the Acceptable Use Agreement.

It is the user's responsibility to abide by Copyright laws.

Library members with excessive charges on their membership record may have their access to internet computers restricted.

Individuals under 18 years of age require a parent or legal guardian's signature to access the internet. Parents/guardians accept full responsibility for all information accessed by the user. GVL encourages the parent/guardian to supervise their children's internet access and experience.

Users who are in breach of this policy will:

- be issued a warning
- be banned from access to ICT resources for a period;
- be banned permanently if persistent breaches occur.

## **7. Who is responsible for applying this policy?**

All staff are responsible for applying this policy.

## **8. Legislation**

For further information related to this policy see:

- Information Privacy Act 2000
- Victorian Equal Opportunity Act 2010
- Freedom of Information Act 1982

## **9. Related Documents**

ALIA Statement on Free Access to Information (attached)

Local Law No. 1

Acceptable Use Agreement (attached)

# Statement on free access to information

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## ALIA objects addressed

To promote the free flow of information and ideas in the interests of all Australians and a thriving culture and democracy.

## Principle

Freedom can be protected in a democratic society only if individuals have unrestricted access to information and ideas.

## Statement

There are several different levels at which the free flow of ideas can be impeded. At the societal level, legislative bodies of all kinds are expected to consider the legal and regulatory frameworks they put in place to support the free flow of information and ideas about the interests and concerns of individuals. At the institutional level, library and information services are expected to encourage the free flow of information and ideas within the scope of their roles and responsibilities. At the personal level, individuals are expected to make informed decisions in exercising their rights and responsibilities.

The Australian Library and Information Association believes that library and information services have particular responsibilities in supporting and sustaining the free flow of information and ideas including:

1. asserting the equal and equitable rights of individuals to information regardless of age, citizenship, political belief, physical or mental ability, gender identity heritage, education, income, immigration and asylum seeking status, marital status, origin, race, language religion or sexual orientation;
2. adopting an inclusive approach in developing and implementing policies regarding access to information and ideas that are relevant to the library and information service concerned, irrespective of the controversial nature of the information or ideas;
3. ensuring that individuals have access to information from a variety of sources and agencies to meet their needs and that an individual's information needs are met independently of location and an ability to pay;
4. catering for interest in contemporary issues without promoting or suppressing particular beliefs and ideas;
5. protecting the confidential relationships that exist between the library and information service and its clients;
6. resisting attempts by individuals or groups within their communities to restrict access to information and ideas while at the same time recognising that powers of censorship are legally vested in state and federal governments;
7. observing laws and regulations governing access to information and ideas but working towards the amendment of those laws and regulations which inhibit

library and information services in meeting the obligations and responsibilities outlined in this Statement.

## **References**

Lehmann, V., & Locke, J. (2005). *Guidelines for Library Services to Prisoners (3rd ed.)* (IFLA Professional Report No. 92). The Hague: International Federation of Library Associations and Institutions (IFLA). Retrieved from <http://www.ifla.org/publications/ifla-professional-reports-92>

## **Release notes**

Adopted 2001. Amended 2007, 2015.

(Replaced "Free library services to all, freedom to read". Adopted 1971; amended 1979, 1985)

# Acceptable Use Agreement

**Goulburn Valley Libraries electronic media (desktop computers, laptops, tablets, data projectors and Wi-Fi) and facilities cannot be used for:**

- **knowingly transmitting, retrieving or storing any communication that is discriminatory, harassing, defamatory or threatening, obscene, sexually explicit or pornographic.**
- **any activity in violation of any license governing the use of software**
- **engaging in any illegal activities contrary to Australian law and GV Libraries Computer Use and Internet Policy**
- **behaviour which may be construed as cyberbullying.**

**Use of library cards other than your own to log on is prohibited.**

**Patrons under the age of 18 years require parent/guardian permission.**

**Patrons agree to pay any printing costs incurred.**

**GV Libraries is not responsible for any damage, loss or corruption of your data whilst using our facilities.**

**Failure to comply with any of the policies set by Goulburn Valley Libraries may result in loss of privilege to use internet services.**

**Goulburn Valley Libraries reserves the right to terminate a session if any user breaches any of the above rules.**

*By clicking "I agree" you are confirming that you have read, understood and accept the Acceptable Use Agreement.*