



EAST RIDING
OF YORKSHIRE COUNCIL

**East Riding of Yorkshire
Library and Information Service**

Public Internet Acceptable Use Policy



Under 16s Leaflet





1. Introduction

- 1.1 East Riding of Yorkshire Council Library and Information Service is committed to the provision of access to information and resources for the wider community in whatever format is most appropriate.
- 1.2 The Library and Information Service offers public access to a filtered internet service. As this is potentially open to misuse and abuse this document has been produced in order to safeguard the interests of the Library Service and the community it serves.
- 1.3 Copies of the “Public Internet Acceptable Use” document and any relevant charges will be clearly displayed in all libraries, in as close proximity to public access terminals as possible.

2. Access

- 2.1 Internet access is available to all members of the library.
- 2.2 A booking system and/or time limits operate where demand requires it.
- 2.3 No more than 2 people may use any single public access terminal at any one time, at the discretion of the library staff.
- 2.4 Users must produce their library membership card when using a public access terminal.
- 2.5 Any business use should be on an ad hoc basis. Excessive use will be subjected to bandwidth management.
- 2.6 Library members who are barred from using other library services may be denied access to internet facilities, at the discretion of the library staff.
- 2.7 All users will have to agree to abide by the terms and conditions of the Public Internet Acceptable Use document.



3. Support

- 3.1 Library staff will offer general guidance and support for internet use.
- 3.2 The Library and Information Service will also promote web pages that meet users' needs and interests.

4. Security

- 4.1 Each public access terminal will be password protected to prevent unauthorised access.
- 4.2 Any member of the public found interfering with either virus checking software, any other software, hardware or associated IT equipment will be barred from subsequent use of any of the library service's IT facilities.
- 4.3 Users should be aware that the internet is not a secure medium, and that third parties may be able to obtain information regarding user's activities.

5. Misuse

- 5.1 Users should be aware that all public internet access is monitored, and that random checks will be made on sites visited.
- 5.2 The library service reserves the right to refuse further internet access to any individuals accessing or distributing materials which are deemed to be illegal or unacceptable in that they have the potential to offend or disturb others.
- 5.3 It is illegal to create, access, copy, store, transmit or publish any material which falls into the following categories:
 - a) National security: instructions on bomb-making, illegal drug production, terrorist activities.
 - b) Protection of minors: inappropriate forms of marketing, displays of violence or pornography involving minors.
 - c) Protection of human dignity: incitement to racial hatred or racial discrimination, harassment.



- d) Economic security: fraud: instructions on pirating credit cards.
- e) Information security: malicious hacking.
- f) Protection of privacy: unauthorised communication of personal data, electronic harassment.
- g) Protection of reputation: libel: unlawful comparative advertising.
- h) Intellectual property: unauthorised distribution of copyrighted works, e.g. software or music.

5.4 It is unacceptable to create, access, copy, store, transmit or publish any material which:

- a) Is obscene or pornographic as defined by the Internet Watch Foundation.
- b) Is likely to irritate or waste time of others.
- c) Is likely to corrupt others.

For the purposes of these Guidelines, obscene and pornographic are defined as follows:

Obscene – indecent, lewd, repulsive.

Pornographic – perverted, indecent.

When assessing whether material is unacceptable, each case will be judged on its merits, taking into account the individual circumstances.

5.5 It is unacceptable to undertake any activity which is intended to:

- a) Corrupt any information held or transmitted on the internet.
- b) Detect weaknesses in any security infrastructure (testing firewalls, cracking passwords).
- c) Disrupt the normal functioning of the internet or related services (overloading transactions, introducing viruses, denial of service).

6. Use by children and young people

6.1 The library service does employ filtering mechanisms to control access to information on the internet but cannot be held responsible for its content. Some of the information available on the internet may be of a sexually



explicit, controversial or offensive nature. Parents or guardians must assume responsibility for deciding what library resources are appropriate for their own children, and guide their children in the use of the internet and the materials they can or cannot access.

- 6.2 In line with the Children Act 1989 children aged under 8 will be allowed internet access only if accompanied by a parent or legal guardian.
- 6.3 Children and young people between the ages of 8 and 15 will be allowed internet access provided that a parent or legal guardian has signed a consent form on their behalf.
- 6.4 Please be aware that there are chat forums on many children's gaming sites.

7. email

- 7.1 Web based e-mail may be used at any public access terminal.
- 7.2 Staff will not pick up or send mail on behalf of members of the public.
- 7.3 All e-mail must be phrased inoffensively and used for a proper purpose. The following in particular (but not exclusively) are prohibited through e-mail:
 - a) Creating, sending or storing any abusive, offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
 - b) Harassment in any form (including sexual and racial harassment).
 - c) Breach of copyright. Circulating third party works by e-mail is not allowed, unless the author's consent has been obtained in advance.
- 7.4 All users of the Council's internet/e-mail facilities implicitly indemnify the Council against any claims, demands, costs, losses or damages that the Council may incur or suffer as a result of any breach of these protocols by users. This means that the Council may seek to recover their costs against a user if those costs are incurred as a result of the actions of a user, which are in breach of this protocol.



8. Disclaimers and Copyright

- 8.1 All adult users, and the parents or guardians of users aged 15 and under will be responsible for any information retrieved from the internet at a public access terminal.
- 8.2 The library service accepts no responsibility for the nature, or the accuracy of the information and data accessed, retrieved or used.
- 8.3 The library service accepts no responsibility for technical malfunctions that may prevent access to the internet.
- 8.4 The library service accepts no responsibility for the accuracy of the information found on the Web.
- 8.5 All adult users, and the parents or guardians of users aged 15 and under will be responsible for the use of information retrieved under the provisions of existing copyright legislation.
- 8.6 Material downloaded from the internet may contain viruses. The library service does not accept any responsibility for any subsequent damage to users' home PC's caused by such viruses.

9. Data Protection

- 9.1 The library service is 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, or for the purpose of the management of the users' use of the library services.

10. Review

- 10.1 This document will be reviewed regularly to ensure that it remains timely and relevant.



Under 16's Internet 'Code of Conduct'.

1. I understand that I am to use the Internet for homework or recreation only. This means that I will not try to look up any unsuitable material.
2. If I use e-mail I will not send inappropriate materials, nor will I use offensive or threatening language.
3. I will not give out personal details about myself and where I live when using the Internet. I will not agree to meet people that I do not know.

Consent

I have read through the above points and attached policy. I have ensured my child understands them.

I therefore agree to _____ (name of child)
_____ (date of birth) using the Internet at the library without supervision.
I understand that, in line with the Children's Act, children under 8 years of age must be accompanied by an adult.

Signature _____

Name (Please print) _____

Address _____

Date _____ Tel. No: _____



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