

## Introduction

Hepburn Shire Libraries Internet service is provided to reflect the library's Vision, Mission and Objectives in particular by

- Providing materials in a variety of formats for people of all ages, and
- Optimising the use of appropriate technology.

Integrating electronic resources from outside networks with Hepburn Shire Libraries' many other resources is a logical extension of the library's ability to carry out its mission and the public library concept of access to information.

The Internet is an unregulated medium. Library staff cannot control sites, which often change rapidly and unpredictably. Accuracy, completeness, timeliness of information found on the Internet varies widely. The Internet does contain material of a controversial nature. Users must use critical judgment in assessing information found on the Internet and to determine what information is appropriate to their needs.

Provision of access to the Internet does not mean or imply that the Hepburn Shire Libraries endorses or sanctions the content or point of view of any of the information found on the Internet.

## Intellectual Freedom

Hepburn Shire Libraries encourages intellectual freedom and supports library users' rights to free and open access to ideas and information that is accessible via the internet.

Hepburn Shire Libraries also values children and takes our role in children's education and literacy development seriously. However parents are expected to take an active role in helping their children make the proper choices about using the internet and other online services, based on family rules and guidelines. As with all materials in the library, any restriction of a child's access to the Internet is the sole responsibility of the parent, guardian, or caregiver. All registrations for children will include access to the Internet, if a parent or guardian does not want their child to have access to the Internet they can request that their child's account be blocked from using the pc booking system.

## Safe use of the Internet

It is illegal for a person under the age of 18 to access pornography or sexually explicit material on the internet, or to take part in gambling on the internet. Any person under the age of 18 caught accessing internet pornography or gambling sites will be asked to immediately end their internet session and can be refused internet privileges for up to seven days.

Hepburn Shire Libraries encourages use of the Internet in a manner that is safe, smart and responsible and recommends the following websites for more information on cyber safety:

[eSmart Libraries](#) (Australian website auspiced by the Alannah & Madeline Foundation)

[Australian Copyright Council](#) (easily accessible and practical, user-friendly information, legal advice, education and forums on Australian copyright law for content creators and consumers)

<https://www.esafety.gov.au/> (Office of the Children's eSafety Commissioner)

## **Guidelines for Acceptable Use of the Internet in Hepburn Shire Libraries**

Hepburn Shire Libraries has developed acceptable use guidelines for the Internet service which must be adhered to by library users wishing to use the internet service.

*Internet use in the Hepburn Shire Libraries is governed by the requirements outlined in the following legislation:*

- The Broadcasting Services Amendment (Online Services) Act 1999.
- The Information Privacy Act 2000

### **Membership**

- Regular users of the public internet service are to be a registered member of the Hepburn Shire Libraries.

### **Children Under 18**

- Parents or caregivers are responsible for providing permission for use of the Internet by their child and for the use of Internet resources.

### **Usage**

- Accessing pornography in a public place is not acceptable in our libraries. If found using these sites patrons will be asked to end their session by our staff.
- Patrons may be asked to move onto a different site by staff if other members of the public have made a specific complaint about the material that they are viewing.
- Library users are responsible for complying with copyright regulations and licensing of programs and data. Library users are expected to use Library computers and computer networks in a manner that is safe, smart and responsible.
- Patrons should not develop or use programs that have the sole purpose of infiltrating, damaging or altering the software components of a local or remote computer or computing system.
- Library users are permitted to use their own USB devices.
- Only paper supplied by the library may be used for printing.
- Patrons who do not observe the acceptable use conditions as stated above will be asked to end the computer session. Serious breaches may result in banning from all Hepburn Shire Libraries or result in police action.

### **Bookings**

- To guarantee use of a computer, library users should make a booking in and abide by the time limit of the booking. A standard session length is 55 minutes.
- Bookings cannot be made in advance to use a 15 minute internet browser.
- Bookings will be cancelled if not taken within five minutes of the booking start time. Patrons should notify the library if their booking is no longer required.