

## **Acceptable Use Agreement for all computer users in Worcestershire County Council public libraries and The Hive**

**Consider others when accessing content that may cause offence or concern in public areas. All computer activity is securely recorded and will be used when unacceptable behaviour is reported.**

To access this computer you must be a member of Worcestershire Libraries and Learning Service or The University of Worcester and accept the terms of this agreement. Failure to comply with any of these terms may result in your computer session being terminated and access to computer services including those at other public libraries may be withdrawn from you. Members of the University of Worcester are also subject to the University ICT regulations.

Young people under 16 must have the permission of their parent/carer to access the Internet. We cannot take responsibility if a child/young person accesses material considered unsuitable: any parent/carer with concerns may supervise their child's use of the computers.

Data regarding use of the Internet including email communication may be held for the prevention and detection of crime and for the protection of children and vulnerable individuals.

All Internet access is filtered to prevent access to sites containing content that contravenes the terms of use in this agreement. Some file types (e.g. .exe) are blocked in order to minimise the spread of viruses onto the network. Accessing unlawful sites and/or images may result in the matter being reported to the police.

Please help us to help you. If you find an unsuitable site please inform a member of staff immediately.

### **The following are forbidden:**

- Use another person's network account.
- Accessing, downloading, copying, forwarding, loading or transmitting any pornographic, explicitly sexual, violent, abusive, racist or other unlawful material.
- Wilful damage to the computer or network, including the deliberate introduction of viruses.
- Behaving in a way that contravenes this agreement or public library bye-laws
- Physically interfering, modifying or changing any part of the PC or associated equipment.
- Interfering, modifying or changing the operating system in order to bypass the standard login process.
- Interfering, modifying or changing any software installed on the PCs other than in accordance with its normal operation.
- Inciting another person to do any of the above.
- Use the Internet to breach any provision of existing intellectual property right legislation, including but not limited to copyright and any other laws for the time being in force. The County Council accept no liability for any of your acts or omissions or for any consequences if you break any law.

### **Please also consider:**

- The speed of transmission and availability of the Internet cannot be guaranteed.
- All user generated files are deleted at the end of each session rendering the PC clean for the next person. Users are therefore responsible for saving work to a removable device (e.g. CD-ROM or memory stick)
- Users acknowledge that the access and use of the Internet is at their own risk including sending personal or private information, including credit card or bank details, addresses, etc.

- The County Council accept no liability for any loss of data when using the computing facilities.

### Data Protection

By using our computers we will need to process your personal data. The Data Controller of the personal data we process is Worcestershire County Council for members of the public. Your personal data will be used to administer your session, our systems and to monitor compliance with our Acceptable Use Agreement. Beyond this, your personal data will not be shared with other people or organisations except where we are obligated or compelled to do so by law or where the terms of our Acceptable Use Agreement permit us to do so.

If you wish to continue your session and use the public computer systems please confirm that you have read, understood and accept the terms of this Agreement by clicking on the option below.

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