



## **Fife Council working with Fife Cultural Trust & Fife Sports & Leisure Trust**

### **Computer Use Policy**

Fife Council provides access to the Internet in various facilities including libraries, community, learning and sports centres. The following policy applies to all facilities within which Fife Council supplies and maintains access to the Internet.

The Internet offers access to information from around the world. However, not all the information is accurate, complete, current or legal. Fife Council does not vouch for the accuracy of information, or endorse opinions found on the Internet. It has no control over the information that can be accessed through the Internet and cannot be held responsible for its content. Some of the content will be unsuitable for children or for viewing in a public environment.

Parents are required to agree to the terms of this Policy before their children use a computer or access the internet via any mobile device. Parents are strongly advised to accompany younger children to the library or any other venue providing computer and internet access and supervise their use of computers and mobile devices. Parents are also advised to establish rules and expectations for older children, e.g. that they should not disclose personal information such as their address and telephone number. Children found to be bullying others on-line will have access to computers withdrawn.

The usage of the computers and access to the internet is monitored. Filtering software is in operation to provide appropriate age related access to Internet sites. Most gaming or games sites are not accessible, in order to maintain network performance at optimum level.

Users must log on to the computer service using their own library membership details. Users who knowingly allow someone else to use their library membership details for computer access may have their computer use facilities withdrawn.

Users who want to buy items on-line should ensure that any sites from which items are bought use a secure server. Anyone providing any of their financial details, including information regarding their credit or debit cards does so at their own risk. Fife Council does not accept responsibility for purchases made on-line.

Users must respect the privacy of other users and respect copyright and licensing agreements.

Staff reserve the right to view computer screens and print-outs at any time.

Computer Use Policy, September 2014

ON at Fife Libraries is part of Fife Cultural Trust  
Company limited by guarantee (incorporated in Scotland) Company Number: SC415704  
Scottish Charity Number: SC043442



The following actions are not acceptable to Fife Council and may result in a user's access to computer and internet facilities being withdrawn:

- The viewing, creation, distribution or printing of obscene, offensive, pornographic or illegal material. This includes downloading copyright images, music or videos.
- Altering or attempting to alter settings on the computer or network; including the download of malware, computer viruses, worms or other types of malicious software.
- Any wilful damage to the computer hardware or network.

Fife Council, Fife Cultural Trust and Fife Sports & Leisure Trust all co-operate with the Police in identifying those who use the Internet for illegal activities. We reserve the right to report to the Police any activities we reasonably believe to be unlawful.

Further independent guidance on safe Internet usage is available on the Information Commissioner's (ICO) website: [http://www.ico.org.uk/for\\_the\\_public](http://www.ico.org.uk/for_the_public)