

## **Computer Use Policy**

This policy applies to all workstations provided for use by the public.

### **Access**

- 1) Access is open to the general public.
- 2) Access to the library's computer resources and network is on an "as is" and "as available" basis. The library does not guarantee the performance, security, confidentiality, or availability of these resources.
- 3) The library reserves the right to limit and/or revoke access at any time. Any limitations in place are to ensure equitable access for all users and should be respected.

### **Internet Content**

- 1) The Internet contains extensive content, some of which may be inaccurate, incomplete, or out-of-date. It is the user's responsibility to assess the reliability, accuracy, and usability of information. The Internet is not a secure medium. The Library is not responsible for website content, quality, appropriateness, or availability.
- 2) Internet-enabled computer resources are not filtered to prevent access to objectionable Internet websites. Parents/guardians are responsible for ensuring children's appropriate use of the Internet.

### **Responsibilities**

- 1) All users must comply with applicable legislative requirements. Use of computers for illegal, actionable, or criminal purposes is strictly prohibited by, but not limited to: the Criminal Code of Canada; the Canadian Copyright Act; and the British Columbia Freedom of Information and Protection of Privacy Act.
- 2) Users must:
  - a. Be respectful and considerate to other patrons and staff;
  - b. Respect the privacy of others;
  - c. Not misrepresent themselves, nor shall they harass, libel, or slander others either locally or remotely;
  - d. Be aware that the Library's computer resources are designed for people of all ages and sensibilities and are located in public spaces. Internet content being viewed may be seen by others and discretion should be exercised at all times. Some content, images, or sounds may be objectionable or offensive to some patrons or staff. Displaying or disseminating pornographic, sexually explicit, or obscene material is strictly prohibited;
  - e. Respect intellectual property and copyright laws.
  - f. Treat the provided computer and network resources with respect and not alter, tamper with or damage computer hardware, software, or system configurations;
  - g. Not attempt to install or download software, bypass network security or seek access to unauthorized areas.

### **Sanctions**

- 1) Library staff is entrusted with the obligation to ensure that all rules of computer and Internet use are followed.
- 2) Violations may result in loss of privileges for the user.

### **Privacy & Security**

- 1) Users are responsible for any losses or damages sustained either directly or indirectly as a result of their use of computer resources, including data loss and commercial or online transaction.
- 2) Users are responsible for the correct use of computer resources to maintain their own privacy and security. The following precautions are strongly recommended:
  - a. Computer accounts, passwords and other types of authorizations should be protected and not be shared with others;
  - b. Users should be aware of computer viruses and other destructive programs and should take steps to prevent them;
  - c. Users should understand files downloaded or saved to public computers may not be totally secure and no encryption of data is provided;
  - d. Users should always delete their personal or private data from the computers and should log off their session when not in use.
- 3) The Library reserves the right to access, read, preserve, and disclose any information accessed on the network which the Library reasonably believes is necessary to:
  - a. Satisfy any applicable law, regulation, legal process, or government request;
  - b. Enforce the terms of this policy, including investigation of potential violations hereof;
  - c. Detect, prevent, or otherwise address fraud, security, or technical issues (including without limitation the filtering of spam);
  - d. Respond to user-support requests;
  - e. Protect the rights, property, and safety of the Library, its users, and the public.