

## **Acceptable Use of Falkirk Community Trust Libraries PCs & Wi-Fi**

**Only the named library member may access library PCs or library Wi-Fi. This membership is not transferable to any other person (Digital Economy Act 2010 and Computer Misuse Act 1990). If you allow someone else to use your membership to log onto libraries' Wi-Fi, or to access a library PC, you will be held responsible for any breaches of the Acceptable Use Policy.**

If you are using a library PC or accessing libraries' Wi-Fi you agree to be bound by the following terms and conditions.

You agree to not intentionally access any material which:

- Is obscene, sexually explicit, racist, defamatory or illegal;
- Causes harassment or gross offence to others;
- Would be a breach of copyright.

### **Copyright:**

- You must ensure that you do not break any laws of copyright.
- If any site specifically forbids copies of the information being made you must respect this and under no circumstances should you make any copies or prints.

### **The following are not permitted:**

- Sending or displaying offensive messages or pictures;
- Using or displaying inappropriate and / or obscene language;
- Attempting to access sites and material you know to be offensive
- Downloading software;
- Using the Falkirk Community Trust Internet facility for the purposes of gambling where the reputation of the Trust may be at risk;
- Breaking or attempting to break any system security controls placed on your Internet account;
- Intentionally accessing or transmitting computer viruses or software programs used to trigger these;
- Knowingly doing anything which constitutes breaking the law. In the event of a criminal investigation data will be shared with the appropriate authorities;
- Photographing screens with handheld devices.

Additionally, if you are using a library PC, you agree that you will not interfere in any way with the hardware, software or general operation of that PC. Any user must stop any activity if requested to do so by a member of staff.

**Any breaches of this policy will result in internet access being withdrawn.**

**ALL ACCESS TO THE INTERNET IS MONITORED AND RECORDED BY FALKIRK  
COMMUNITY TRUST**

**General Points:**

- Children under 12 years of age may use the PCs provided they are accompanied by a library member over the age of 16 who has signed the Acceptable Use Policy on their own behalf.
- Children over the age of 12 can sign the Acceptable Use Policy and use PCs unsupervised.
- Access is limited to a maximum of 2 users on each PC at any one time.
- Use of a library PC is limited to two hours per day for health and safety reasons.
- The use of Wi-Fi is also limited to a maximum of 2 hours a day and data use of 500MB per day for full library members. Data use is limited to 300MB per day for guests users.
- Falkirk Community Trust takes no responsibility for credit card security when ordering over the internet.
- If you wish to save your work please save it to a removable device as work cannot be saved on to the hard drive.
- If you cannot access a website as it is blocked, please speak to a member of staff to request it be released for access (subject to checks).