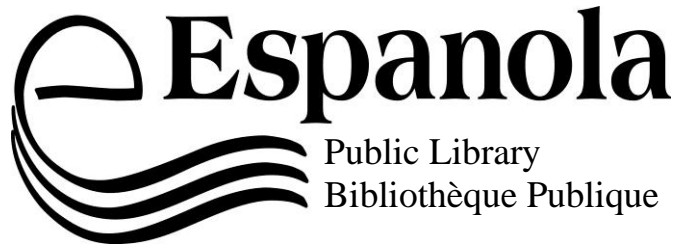


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GST No. 12202 5059 RT0001 (Town of Espanola)

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## Computer Access Policy

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Before using computers or accessing a wireless network, users are required to carefully read and agree to the Library's Computer Access Policy.

### Usage Restrictions

- ❖ The following behaviour is prohibited:
  - Using the Internet for illegal purposes
  - Printing obscene or pornographic material, or exposing it to public view
  - Installing executable programs on library computers
  - Altering the configuration of a workstation.

In addition to the general rules respecting the use of Library facilities, the Library prohibits the use of the Internet services it provides for any purpose which would contravene any statute or government regulation, or which might create civil liability by the user or the Library to any person. For example, the Ontario Human Rights Code prohibits certain forms of discrimination and harassment of other individuals or groups, and the Criminal Code includes prohibitions against child pornography, obscenity, hate literature, and literature for illicit drug use. An example of civil liability is the law of libel and slander. No effort has been made to be exhaustive in giving the above examples. Users are reminded that ignorance of the law is no excuse.

### Access by Minors

Normally, use of the Internet is restricted to adults or to high school students. Younger children may access the Internet on adult computers or on a wireless network, only if their parent or legal guardian registers for the session. Internet computers are unfiltered.

The Library does not act in place of or in the absence of a parent. The Library is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource. Parents are responsible for their children's activities online. Permission forms, indicating legal responsibilities and dangers to child users are signed by each parent who registers a child for each computer use.

### System Access

Users may attach their own equipment to library power outlets. However, for security reasons, computer or telecommunications hardware may not be attached to Library network jacks, telephone jacks, or computer or telecommunications equipment. An exception is made for flash drives (portable USB drives).

### Time and Space Limits

To ensure availability of computers to as many people as possible, staff are empowered to establish limits on the time per session, and limits on the number of sessions per day.

Since our space is limited and noise from group conversations is disruptive to others, a maximum of two people may use a workstation at one time, and there is a limit of one chair per workstation.

### Disclaimers

The Library is not responsible for any damage to user disks or external devices that may be connected to, or inserted into, a library workstation. The Library is not responsible for loss or damage to any user-owned hardware or software.

The Library is not responsible for loss of data due to signal loss, or the malfunction of library hardware or software.

The Library disclaims any responsibility for users posting of obscene or racist content, personal attacks or threats, potentially libelous statements, plagiarized material, private or personal information published without consent, or commercial promotions or spam.

The Library is not responsible for any expenses incurred, or the potential repercussions of, a third party using personal/banking/credit card information that has been entered on a Library computer terminal, or on a Library wireless network.

### Penalties

Misuse of resources and/or behaviour that disrupts other people using the Library may result in suspension of privileges, including the use of computers or wireless networks. Serious breaches may result in prosecution.

*Related Documents:*  
*Children's Services*

### *Revision History*

Date reviewed: April 10, 2017  
Date approved: Jan. 21, 2013  
Previous policy: Apr. 16, 2012  
To be reviewed by: April 2021

*Attachment*  
Parental permission form.

## **Parental permission form for use of adult computers, by children not in High School**

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- ❖ Adult computers have full access to the Internet, without restriction except as specified in the Computer Access Policy.
- ❖ The library and its staff are not responsible for exposure of your children to Internet content which you may consider unsuitable.
- ❖ It is the responsibility of parents/guardians to monitor and supervise their children's activities.
- ❖ Parents/guardians are responsible for costs of printouts (if any).
- ❖ This permission form is only valid for one session.

I understand and agree to the above:

Date: \_\_\_\_\_ Name of child (print): \_\_\_\_\_

Name of parent or guardian (print): \_\_\_\_\_

Signature of parent or guardian: \_\_\_\_\_

Phone number where parent or guardian can be reached: \_\_\_\_\_