Internet Usage Policy

Version: 1.0
Last Amendment:
Approved by: A/NSW State Librarian and Chief Executive
Policy owner/sponsor: Director, Library Services
Policy Contact Officer: Coordinator, Client Services, Access & Information
Policy No: PD/21 TRIM File No: 37132
Date approved: 08/01/2013
Next review: 08/01/2016

1. Summary
The Internet usage policy outlines unacceptable behaviour in using the internet through Library computers or mobile devices. It also covers security, copyright and privacy. Clients must accept this policy in order to gain access to the internet.

2. Policy statement
The State Library of NSW provides free access to the internet through its public computers and Wi-Fi.

Access to the internet by children under the age of 18 is the responsibility of the child’s parent or guardian.

All clients are expected to use the internet in accordance with this policy and the Client Code of Conduct.

UNACCEPTABLE USE
Clients are not permitted to use the internet service for commercial activity or gambling. The Library is not liable for the consequences of unauthorised use.

If a client is found to be using the Library computers or network to access pornographic, offensive or objectionable material, or for any unlawful or inappropriate purpose, the Library has the right to direct the client to leave the Library and not to re-enter the Library for a specified period. Unlawful conduct will be reported to the relevant authorities.

Clients must not modify or gain access to restricted files or data belonging to others.

Clients must not damage equipment or alter the set up of computers used to access the internet.

Clients must not use their personal software on the Library's computers.

Clients must be sensitive to the values and beliefs of others when displaying potentially offensive or objectionable information or images on computer screens located in public areas.
SECURITY
Security on the internet cannot be guaranteed. The Library takes no responsibility for any consequences, direct or indirect, arising from clients’ use of particular sites.

COPYRIGHT
Material on the internet may be protected by copyright. When printing information refer to and comply with any copying directives given by the author of the material.

Copyright statements are placed near computers and printer/copiers for your information. Copyright legislation also applies to the downloading of software, films, sound recordings and broadcasts.

YOUR PRIVACY
The State Library’s internet system maintains an activity log of all websites visited, the computer used, the date and time when websites were accessed and records the name entered into the Client Reservation Information Screen. Activity logs are used for troubleshooting purposes and are backed up and retained for up to seven years.

The State Library will make disclosures to relevant authorities where the use of our internet system raises concern that an offence is being, or has been, committed.

In the event of an investigation, the State Library will provide data access to any law enforcement agency that may exercise a warrant to inspect State Library activity logs.

3. Legislative and Policy Framework
Relevant legislation
- Classification (Publications, Films and Computer Games) Enforcement Act 1995 (NSW)
- Copyright Act 1968
- Privacy and Personal Information Protection Act 1998

Related State Library policy
- Client Code of Conduct
- Use of the State Library under the Library Regulation 2010 Part 3

4. Responsibilities
Executive Committee members are responsible for leading the implementation of this policy including its conformity to legislative and other compliance requirements, communicating this policy to managers and supervisors and other relevant activities regarding specific policy implementation.

Managers and supervisors are responsible for managing processes relevant to this policy and communicating this policy to staff.

Staff are responsible for understanding and complying with this policy.
5. Approval
   This policy was approved by the A/NSW State Librarian and Chief Executive on 8 January 2013 for immediate implementation.

6. Implementation
   This policy is implemented on 8 January 2013.

7. History
   This policy replaces the current Internet Usage Policy, dated May 2011.

8. Related Policies
   This policy is related to the Client Code of Conduct and Use of the State Library under the Library Regulation 2010 Part 3.

9. Prepared by:
   Coordinator, Client Services, Access & Information
   20 August 2012

10. Document History and Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date approved</th>
<th>Approved by</th>
<th>Brief description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>8 January 2013</td>
<td>A/NSW State Librarian &amp; CE</td>
<td>Initial release</td>
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</tbody>
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