

Public Internet Access Conditions of Use

Preston Neighbourhood House

The following Public Internet Access Conditions of Use have been developed to ensure access and usage of equipment is fair for all:

ACCESSIBILITY:

- * Internet access is only available during the normal hours of operation of the Preston Neighbourhood House, and all terminals will be closed down 15 minutes prior to closing times.
- * Preston Neighbourhood House is not an Internet Café. We are a training and learning facility and as such our priority is to encourage patrons to learn about computers and the internet, to practice their skills and support job search.
- * Preston Neighbourhood House targets older adults, people from CALD backgrounds, those with disabilities, unemployed, people on low incomes and those with low academic qualifications.
- * Terminals are to be used by one person at a time, they must not be shared between two or more people, unless permission is granted by a staff member of the pnh.

ASSISTANCE:

- It is assumed that you have a basic knowledge of the use of a personal computer and the Internet.
- Staffing time and constraints mean that staff can only offer basic log on assistance.

BOOKINGS:

- Bookings must be made for each terminal, even those not in use. Bookings can be made in-person, or over-the-phone.
- Bookings can only be made for sessions of up to two hours in duration, and patrons cannot reserve more than one session each per day.
- Bookings will only be reserved for 10 minutes after the booking time, so patrons must be on time or they will risk losing their session.
- Patrons must conclude their session at the end of their booking time, and if they wish to continue to use a terminal, they must make another booking for that particular point in time; up to the maximum time permitted of two hours per day.

PRINTING & SAVING:

- Only 5 copies per document are permitted.
- Printing more than 10 pages, is not allowed. Patrons should only print sections from long documents to reduce paper wastage.
- Use of a floppy diskette / memory stick is not permitted, due to the likelihood of viruses being spread.
- Only Black and White printing is available.

- A charge of 10 cents per copy must be paid at reception (this charge applies even if you *accidentally* print).

BEHAVIOUR:

- Strictly no food or drinks are to be consumed while using the public internet access terminals.
- Parents / guardians are responsible for use of the Internet by people under the age of 18 years. Primary age children must be accompanied by an adult.
- The Preston Neighbourhood House Access Room is a public place for people of all ages so please respect the rights of others, and keep noise down to a minimum. Patrons are expected to follow requests that staff make of them at all times.
- Material displayed during the Internet session must be acceptable for viewing in a public area. Deliberate access and display of pornographic and / or sexually explicit material or other material which may be deemed to be offensive is strictly prohibited.
- Internet patrons are responsible for complying with all copyright, censorship and other relevant laws and legislation, when accessing and / or printing material from the Internet. Remember breaching legislation may incur prosecution

USAGE:

- Patrons shall not engage in any illegal activities including cracking, probing, or analysing security systems or breaching any laws or regulations.
- There will be no misuse of the Internet access terminals (including tampering with equipment and settings or knowingly spreading computer viruses).
- Software programs **must not** be downloaded or installed onto any of the terminals.
- Our priority is to encourage patrons to learn about computers and the internet, to practice their skills and support job search.
- It is envisaged that many of our patrons will not have ready access to their own P.C.'s or the internet.
- In keeping with our "fair use" policy, we will not allow regular, on-going bookings by a user unless it is connected with their PNH course.
- This computer facility is not to be used to conduct a business for financial gain.
- The equipment and I.P. address remain the property of the Preston Neighbourhood House, and as such we retain the right to exercise control over a patron's use of the same.

We do not have the capacity to allow patrons to **download software, including access to video or music sites.**

SENDING EMAILS:

- You can send and receive email. Instructions on receiving a free email address is available from the Coordinator.
- Patrons must not send emails or post messages which are unlawful, obscene, vilifying, or contain libellous content.
- Patrons must not send unsolicited advertisements ("Spam"), chain letters or similar emails. Mass emailing is not permitted.
- Patrons must not send large numbers of email to one address with the purpose of interfering with the use of that address.
- The facilities of the Preston Neighbourhood House are not to be used for the dissemination of political or religious material.

DISCLAIMER:

- The Preston Neighbourhood House and the State Government are not responsible for the material viewed or downloaded by patrons from the Internet. Patrons are cautioned that Internet sites may include offensive, sexually explicit and inappropriate material. In addition, having an email address on the Internet may lead to receipt of unsolicited email containing offensive content. Patrons accessing the Internet do so at their own risk.

- The Preston Neighbourhood House and the State Government cannot guarantee the authority, accuracy, standard or quality of the information retrieved onto the computer from the Internet.
- The Preston Neighbourhood House and the State Government are not responsible for the security on the Internet. Patrons are advised that third parties may be able to obtain information regarding patrons' activities.
- Delays in accessing Internet sites (for which the Preston Neighbourhood House is not responsible) sometimes occur.
- Internet sites might not always be accessible due to a number of reasons (the site might no longer exist, the site might require a fee for use, too many people might be accessing the site at the same time, or the site might experience technical difficulties) and therefore the Preston Neighbourhood House cannot guarantee all Internet sites will be available.
- The Preston Neighbourhood House is not responsible for data loss or the transmission of viruses.

USER'S RESPONSIBILITY:

It is the user's responsibility to ensure that they abide by the Public Internet Access Conditions of Use as adopted by the Preston Neighbourhood House, and any breach of the Public Internet Access Conditions of Use will result in loss of computer privileges.

These conditions are subject to change at any time to address relevant or emerging circumstances.