



**LIBRARY COMPUTERS AND WI-FI
ACCESS**

CONDITIONS OF USE FOR CHILDREN

Revised March 2016

1. Introduction

This tells you the rules for using Libraries NI computers and Wi-Fi.

Computers are fun to use and the internet is a great source of information and games, but you need to be careful how you use them. These pages will tell you what you can and can't do and how to be safe. Access to the internet is filtered (for children) to prevent access to certain sites.

2. Who can use the computers and Wi-Fi?

Any library member can use computers and Wi-Fi free of charge. However children under eight years must have an adult with them and all children under 16 years need the written agreement of their parent or guardian.

3. How do I use a library computer or Wi-Fi?

- a. Your parent or guardian will need to come with you on your first visit. We may ask to see their identification. You will be given your library card and a PIN number which you need to use the computers or Wi-Fi.
- b. You can book time on the computer before you come to the library or just call in.
- c. Please remember to bring your library card with you on each visit as proof of membership. You can be asked for it at any time. For Libraries NI computers or Wi-Fi you will be asked to log in using your library card and PIN.
- d. Staff are available to help you.
- e. There is a charge for printing.

4. Unacceptable Behaviour

You are not allowed to

- use social networking sites, chat-rooms or web based e-mail
- access, view, download, copy, create, store, publish or transmit anything offensive, bullying, threatening or racist
- damage the equipment or attempt to breach security systems
- attach any personal equipment other than headphones and memory sticks to the computer
- try to change the settings or content on the computer
- try to access other computers or networks
- do anything to stop the network working properly
- try to upload or download a virus or hacking programme
- send spam or phishing emails or messages
- take part in any illegal activities
- download any software to the computer
- break copyright or software licences

If you break any of these rules you will be asked to stop using the computer and may be asked to leave the library. We will inform your parent or guardian.

Our system will automatically keep a log of the computer and Wi-Fi use including all web sites visited. We may look at this to plan better services and to ensure you keep to the rules.

5. Conditions of Use

- Some online activities (e.g. game playing, videos) can make the network slow. We may not let you use these sites.
- No more than 2 people should be at a computer at the same time
- Information found on the internet may not be accurate. You should be careful when accessing new sites. We recommend you use Libraries NI online resources.
- When you have finished - log off all applications You cannot save to the computer's hard drive but you can save to your own flash pen/memory stick
- Do NOT lend your library card or PIN number to anyone or use another person's borrower number or PIN number even a family member.

HOW TO BE NET SMART

NEVER

- Give your password to anyone
- Give your telephone number to anyone
- Give your home address to anyone
- Give the name of your school to anyone
- Send a personal photograph to anyone
- Give bank or building society details through the internet, unless your parent /guardian gives you permission
- Arrange to meet anyone you have met through the internet, unless your parent/guardian is going to be with you. People on the internet can pretend to be anyone or anything.

If you see or read anything that upsets or worries you while you are online tell a member of staff immediately and let your parent or guardian know.