



## **COMPUTER / INTERNET CODE OF CONDUCT**

**Your use of this public Internet access terminal is conditional upon your acceptance and observance of the following “Code of Conduct”.**

### **Use of Facilities:**

- There will be no misuse of the Internet computer (including tampering with equipment and settings knowingly spreading viruses).
- Time limits may apply to the use of the Internet so as to ensure all members of the public have equal opportunity to access the Internet services.
- The computer equipment must be treated with due care and respect at all times.
- Any breakages and faults should be reported immediately to the tutor or a member of staff.
- Please ensure that no food or drinks are spilt or dropped on any part of the computer or related equipment.
- Users are encouraged to locate food or drinks well away from the computers to avoid accidental spills.
- No smoking is allowed in the Computer room or anywhere inside the House. (Moreland City Council specifies that no smoking is permitted within 5 metres of doorways or open windows).
- We ask that users do not change the computer settings, install (load) any programs e.g. games or software onto the computers unless directed to do so by the tutor.
- Users are not allowed to load any programs (games or software) onto the computers.
- Users shall not engage in any illegal activities including cracking, probing or analysing security systems or breaching any laws or regulations.
- Internet users are responsible for complying with all copyright, censorship and other relevant laws and regulations when accessing, sending information and/or printing information from the Internet.
- Material displayed during the Internet sessions 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 offensive to members of the public is prohibited.

### **Sending emails:**

- Users shall ensure they do not send emails or post messages which are unlawful, obscene, vilifying or contain libelous content. Unsolicited advertisements (“Spam”), chain letters or similar emails, and large numbers of email to the one address with the purpose of interfering with the use of the address.
- Users found accessing, inputting, downloading or using unacceptable material, or deliberately damaging equipment will be banned from using the facility, as deemed appropriate by the Manager.
- Users are not allowed to download and/or install any software, including updates, from the Internet unless permission has been obtained from the staff member in charge at the time.
- All computer users will be asked to sign an agreement which includes these procedures.
- In the event that a person participates in inappropriate use of the computers or the Internet, the *Disciplinary Procedures for House Users* will apply.

**Disclaimer:**

The organization, site operators and the State Government are not responsible for material viewed or downloaded by users from the Internet. Users 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 the receipt of unsolicited email containing offensive content. Users accessing the Internet do so at their own risk.

The organisation, site operators and the State Government cannot guarantee the authority, accuracy, standard or quality of the information retrieved onto the computer from the Internet.

The organisation, site operators and the State Government is not responsible for security on the Internet. While all reasonable efforts have been made to ensure that the computers available for public access are free from viruses and other malware, no guarantee is given or implied that shared computers are suitable for online banking. Therefore the user acknowledges that they take full responsibility for any consequences resulting from transactions or actions undertaken at this venue. Users are strongly advised to contact their financial institution for advice on security before using online banking from these and other shared publicly accessible computers.

Users are advised that third parties may be able to obtain information regarding users 'activities.

**Users' Responsibility:**

It will be the users' responsibility to ensure that they abide by this code may result in loss of Internet access privileges.

***I HAVE READ AND UNDERSTOOD THE ABOVE CODE OF CONDUCT AND AGREE TO ABIDE BY THE CONDITIONS STATED.***

Name: (Print) \_\_\_\_\_

Address: (Print) \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone No: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian (if appropriate) \_\_\_\_\_

**Accessing the Internet:**

- Parents or legal guardians must assume responsibility for information selected and accessed through the Internet by children under 18years.