



ACCESS TO eThekweni Municipal LIBRARIES INTERNET SERVICES

This document sets out rules/guidelines that govern acceptable use of eThekweni Municipality's Library Information Services. You are to read through the document and agree to be bound by these rules in your use of eThekweni Municipality's libraries IT resources.

- The **Cyberzone** and **Wireless Access** in Libraries offer services for the benefit of the community.
- The internet facility is available to all citizens for any research conducted and social network sites for community purposes.
- The library provides free access to the internet as part of its mission to promote literacy, lifelong learning, personal fulfillment, and the principles of intellectual freedom. Users will however be charged for printing costs.
- Each individual must accept responsibility for determining the appropriateness of the resource that they access. Although there is a measure of control accessing certain mature websites responsibility for the youth accessing the internet rests with the guardian, and not with library personnel.
- A time limit of 1 hour per session has been implemented on the Cyberzone PC's and Wireless which ensures all patrons quick and efficient access to the internet.

Unacceptable Use of IT resources

You are not allowed to use eThekweni Municipality's IT Services for the following purposes:

- Creating, accessing, displaying, downloading, storing or transmitting threatening, hateful, racist, sexist, obscene, defamatory, discriminatory, harassing or otherwise offensive material.
- Engaging in illegal activities (*e.g.* fraud, hacking, phishing for another user's confidential information, trading in illegal goods) or acting unethically.
- No copying and downloading of Copyrighted Material is allowed.
- Streaming of music and downloading of videos is prohibited.
- No personal files, information and documents are to be stored on Libraries computers.
- No persons are allowed to engage in any activity that is deliberately offensive or creates an intimidating or hostile environment as well as cyber bullying of customers.

Desktop Computing

1. You are not permitted to change the authorized hardware and software configuration of your computer.
2. You may only use software provided by eThekweni Municipality on the computer for which it is licensed. Installing of any other software is prohibited.
3. All Internet Activity is being monitored to ensure compliance with this policy.



Malware

1. Patrons need to ensure that their mobile devices have valid antivirus, if their devices causes issues on the eThekweni Network they will be disabled.

Policy Violations

If you do anything that contravenes the rules set out above you risk having your privileges revoked and may be subjected to further action as deemed appropriate by library management.

Disclaimer

You should be advised that this is a public facility and you need to take appropriate precautions with regards to accessing facilities such as online banking etc.

Municipality cannot be held liable for confidential information obtained or distributed via the internet facility, physical or software damage to a private device whilst on the premises or whilst connecting to the services.

To ensure privacy and security of your own work, files created must be copied onto a personal disk or removable disk.

Please be advised that this Internet Service is provided as a Best Effort service.