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**Acceptable Use Policy for Accessing Internet and Computer Facilities and Using Wi-fi enabled devices at by Bolton Library and Museum Service**

**Scope**

This policy applies to all users of public computers and internet services provided by Bolton Library and Museum Services (BLAMS) at all their service points and all the wireless internet facilities (wi-fi) provided therein.

**Background**

BLAMS provide access to computers, the internet and other technology to support the educational, recreational and cultural needs of Bolton’s residents.

This document outlines the requirements for access to BLAMS computers and internet services.

By using online services and digital equipment provided by Bolton Library and Museum Services, you accept and agree to the terms set out within this policy.

**Disclaimer**

Bolton Council and Bolton Library and Museum Services are not liable for any injury, loss or damage to users and/or their personal property which may arise, directly or indirectly from any use of the networked computers, digital devices, internet facilities (including wi-fi), use of email, or, from other service users’ unauthorised use of the computer facilities.

Bolton Council and Bolton Library and Museum Services accept no responsibility for the quality, accuracy or availability of information accessed through the internet.

**Using Bolton Library and Museum Service’s Public PCs**

1. When booking a library computer, library members must use their own library card. Library memberships are not transferable. Users booking a computer as a visitor must provide some form of identification. Users attempting to log in with a third party’s details will be considered in breach of this policy
2. Only one person is allowed at a computer. If you have a special requirement to seat an additional person, please speak to a member of staff.
3. Users must be considerate of other computer users, respect their privacy and behave in a way that does not disrupt their use of the facilities or cause them discomfort.
4. When accessing audio, headphones must be used.
5. Users must not deliberately search for, view, send or publish or print material that could be considered obscene or grossly offensive, such as pornographic, abusive, violent or racist material, or promotes or encourages violence.
6. BLAMS take appropriate measures by employing filtering software to ensure users cannot access inappropriate material as described in 5 above.
7. Users must not install your own software and may use only those applications provided on the network.
8. Users must not damage the equipment or attempt to alter or delete installed software. Users must not attempt to bypass our security systems.
9. Any connected external storage devices will be scanned for viruses and infected files may be deleted.
10. BLAMS take no responsibility for the loss of data or corruption of files on external storage devices connected to BLAMS devices.
11. Users must not infringe copyright regulations when downloading, copying or printing.
12. Parents or guardians are responsible for children's use of the internet.
13. Users under the age of 16 will be directed to use public PCs in the Junior Library, which have age-appropriate access restrictions placed upon them.
14. Documents saved to a computer and information such as web browsing history, are deleted at the end of a session. However users should delete any confidential data and log out of any online accounts on exiting.
15. Documents saved to a computer cannot be recovered after a session has ended.
16. We take computer security very seriously and provide a level of filtering and anti-virus protection. However, no measure can be guaranteed to be 100% effective. Users must also take responsibility for your own activities. Users should be mindful of their online safety and be careful when sending confidential information.
17. We can accept no responsibility for any error, damage or loss resulting from or incurred during use of the public computing facilities.
18. We keep a record of how our computer facilities have been used. We follow the Data Protection Act and make every effort to protect users’ personal information. However BLAMS may be obligated to release relevant information about a user’s computer use to the police or other investigation agencies.

**Using Bolton Library and Museum Service’s Wi-fi**

1. BLAMS provides access to free wi-fi at all branches during opening hours.
2. Users can use their own devices to access the internet via the wi-fi provided by BLAMS.
3. Users must be considerate of other computer users, respect their privacy and behave in a way that does not disrupt their use of the facilities or cause them discomfort.
4. When accessing audio, headphones must be used.
5. Users must not deliberately search for, view, send or publish material that could be considered obscene or grossly offensive, such as pornographic, abusive, violent or racist material, or promotes or encourages violence.
6. Any documents users print must not contain material that is obscene or grossly offensive such as pornographic, abusive, violent or racist material, or promotes or encourages violence.
7. BLAMS are not liable for any injury, loss or damage to users and/or their personal property which may arise, directly or indirectly from any use of wi-fi facilities.

**Using Bolton Library and Museum Service’s Digital Devices**

1. In borrowing the device, users agree to be bound by the terms of the Acceptable Use Policy.
2. Bolton Library and Museum Services cannot be held responsible for any loss of data or damage incurred using the device.
3. Should users violate the terms of the above policy or wilfully misuse or damage the device or accompanying peripherals in any way, they will be asked to return the equipment and prevented from any further loan of kit.
4. All devices returned to Bolton Library and Museum Services will be securely wiped and re-set; all personal data will be deleted.
5. Bolton Library and Museum Services are not responsible for any loss of data from the equipment. Users won’t be able to access data that has been stored on the tablet after it has been re-set, including photos, browsing history, downloads, files and passwords.
6. Each device will be is loaned with Mobile Device Management (MDM) software installed. This protects your privacy and keeps users’ personal data secure.
7. BLAMS reserves the right to scan, review and delete any files, applications or programmes held on the devices. This is so we can protect users against malware and spyware.
8. The MDM software also enables us to locate a lost or stolen device. If it cannot be recovered, it will be used to delete personal information from the tablet. This helps to keep users’ data safe and will not be used for any other purpose.
9. All devices will be loaned with certain pre-set filters in order to comply with this policy.