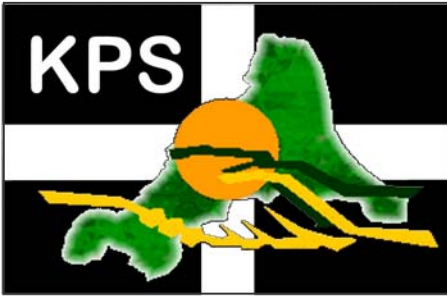


Public Access PCs

Kernow Positive Support

SPECIALISED HIV INFORMATION,
SUPPORT, RESPITE & RETREAT

GUIDELINES 2011/12



Public Access Internet Guidance

Your Guide to using the Internet in a KPS facility

Who may use it?

All registered clients and staff of Kernow Positive Support (KPS) can access the Internet on public access computers within our Internet suites at any future facility.

There are no age restrictions on users, but it is recommended that parents accompany young children. Parents and guardians of children, not the volunteers or staff, are responsible for their children's use of the Internet through the KPS connection.

Whenever you finish your Internet session please "Exit" from the Internet browser (*do not switch off the machine*). Whilst the machine is booked in your name you are responsible for any searches made or sites accessed. You should be aware that all searches and accesses are logged and can be traced to individual machines and specific times if necessary.

How much does it cost?

- Access is free at present, but this will be reviewed annually.
- Printing and downloading to disk is also currently free-of-charge, but is subject to review.
- Users may bring in their own disks or purchase them from KPS.

How do I book a session?

- Use of the computer is via the KPS staff and sessions may be booked on-the-spot and will be permitted if the machine is free.
- A normal session is an half an hour and a maximum of an additional session may be booked. The number of access sessions available per day, per user, may be established by the KPS staff; such limitations will be dependent on demand in order to provide access for the majority of users.
- Access is on a self-help basis; however, basic support will be given by staff. Information related to accessing the Internet will be provided.
- Please inform the KPS staff if you encounter any problems.

Copying and Copyright

- Materials obtained or copied may be subject to copyright laws, which govern the making of reproductions of copyrighted works. A work protected by copyright may not be copied without permission.
- You should ensure that you have the necessary permission before copying material.

Use of Software / Hardware

- Free email accounts can be obtained via Yahoo, Excite etc.
- You are not allowed to install, alter or delete software on the computers.
- If you are found causing wilful damage to the hardware or software, you will be refused access to the facilities.
- You are not allowed to connect any other piece of hardware to our machines or network. If you feel there is a problem with some of the cables, please inform a member of staff. If there is a free power socket available, owners may connect their own portable equipment to it, with the permission of the staff. KPS equipment must not be unplugged at any time. The Organisation can accept no liability for loss of, or damage to, any hardware, software or data. Owners must cease to use portable equipment if requested to do so by the staff.
- Kernow Positive Support can bear no responsibility for loss of personal data or information while using the Public Access Computer or Internet access points. You are strongly advised not to input credit card or personal details.

Contentious, Unsuitable & Serious Material

- The Internet is an unregulated medium and although measures are taken, Kernow Positive Support cannot accept responsibility for the type of material encountered.
- Parents and guardians of children, not KPS or staff, are responsible for their children's use of the Internet, through the KPS connection. Parents should be especially aware of the dangers of chat rooms.
- The down/uploading of potentially contentious material e.g. pornography, racist, terrorist, is not permitted and normally filtered and access is monitored. Should you accidentally find such material, please inform the staff.
- The down/upload of serious material e.g. child pornography, murder and terrorism and/or the planning of such, it is the duty of KPS to notify the relevant authorities irrespective of member/staff confidentiality. *(This is law)*
- Should you be found using the Public Access Computer to access, download or print any material, which is deemed unsuitable/contentious or serious, it will result in you being refused access to our Internet facilities and in the later case reported to the authorities.

If staff/volunteers are unsure of the action they should take regarding any of the above they should refer their concerns to the Chair and/or Trustees of KPS at their earliest.

In the case of a suspected serious offence, a representative to the KPS Board of Trustees (e.g. Chair, and A.N.Other trustee should be informed in the first instance prior to any notification to outside authorities at their earliest.

Please note the following Bye-laws apply to the use of public access PCs:

a) Typical Library Bye-law

"No person shall intentionally use a computer upon our premises *(whether or not the computer is our property)*, to access, view or download any material or image of a pornographic nature that would be likely to cause offence to the general public".

b) Typical Library Bye-law

"KPS staff/trustees may exclude any person who contravenes any of the foregoing bye-laws from any or all online facilities maintained by KPS under the act"

Unsociable Behaviour

- Users and non-users will respect the privacy of others, and will refrain from attempting to view or read material being used by others. Including chat rooms and social networking sites e.g Facebook etc.
- KPS staff/trustees are authorised to limit, at their own discretion, the number of people gathered around any one terminal.
- Bullying or any other form of interference in another's use of a terminal will not be tolerated.
- Users must end their session and leave the terminal when asked to do so by authorised KPS staff/trustees.