



THE HIGHLAND COUNCIL

THE USE OF COMPUTERS, THE INTERNET AND ELECTRONIC MAIL

The Highland Council is pleased to offer access to the Internet. The computers may be used for traditional purposes such as word processing, spreadsheets or databases, but should you wish to use email or the Internet you must show that you accept the guidelines and rules by signing the accompanying form. Parents and guardians must sign on behalf of those under 16.

Safety

Access to e-mail and the Internet will enable you to explore thousands of libraries, museums, and other repositories of information and to exchange personal communication with Internet users around the world. You should be aware that some material accessible via the Internet is illegal, defamatory, inaccurate, pornographic, obscene or potentially offensive in other ways. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Users under 8 years of age should be supervised in a school setting and accompanied by a parent or guardian in other Council facilities.

Terms of Use

1. The use of the network is a **privilege** not a right, and may be taken away if abused. The user is personally responsible for his/her actions in accessing and utilising the computer and through it the Internet.
2. **Privacy** – Network administrators may review communications to ensure that the system is used responsibly.
3. **Storage capacity** – Users are expected to remain within allocated disk space where applicable and delete e-mail or other material, which take up excessive storage space.
4. **Illegal copying** – Users should not download or install any commercial software, shareware, or freeware onto the computer's hard disk or network drives. Copying other people's work or intruding into other people's files is not permitted.
5. **Abuse of Password or Pin Numbers** - Passwords or Pin numbers should be held as private information and not disclosed to anyone else.

6. **Unacceptable use of the Internet** – Unacceptable use of the Internet may result in this privilege being withdrawn and may be reported to the Police. Users should not use Council computers to submit, publish, display, download or transmit any information which:
- Damages the computer system or network in any way - (Users should not amend or delete programmes on the computer or introduce their own programmes).
 - Is considered shareware or freeware
 - Is illegal because it violates copyright laws, Data Protection, the Freedom of Information Act or any other legislation
 - Is harmful to any other person.
 - Encourages illegal behaviour
 - Involves anonymous communication
7. **The Highland Council** gives no warranties with respect to Internet service and it specifically assumes no liability for:
- the content, accuracy or quality of any advice or information received by the User from any Internet source or any costs or charges incurred as a result of seeing or accepting such advice or information.
 - any costs, liability or damages caused by the way the User chooses to use his/her Internet access
 - any consequences of service interruptions or charges
 - loss of personal data, files or other information