

The Old School House Arts Center

Public Internet and Computer Usage

The Old School House Arts Center (TOSH) considers Internet information resources an extension of our coaching for digital creation hub users and one of the richest information resources available to the public. The Internet is also a participatory community space, and an important vehicle for developing community amongst users.

TOSH is not responsible for the content or quality of information retrieved on its Internet workstations or through the use of the public wireless network.

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information about users' activities.

Mid Island DIGITAL CREATION HUB

TOSH believes that providing access to equipment is vital for artists. Equipment can be used to create all sorts of content including podcasts, videos, blogs, and books, as well as photographs of artworks. The Digital Creation Hub is located in Qualicum Beach at The Old School House Arts Centre, and is staffed by a digital coaching specialist with grant funding from the BC Arts Council.

PHYSICAL ACCESS

1. TOSH will make workstations available for digital creation needs, this can include Internet access, word processing, and other digital content software needs, as well as equipment. We will make decisions regarding the type of equipment and workstations available according to space availability, priorities, telecommunications capability, and resources.
2. Patron use of equipment and workstations may be limited by time per day. The Digital Creation hub will use booking software to track the total amount of time used at each session and throughout the day. Information may be kept on the content of the session.
3. TOSH will make wireless Internet accessible to the users of the Hub.

CONTENT ACCESS

4. Internet workstations will not have any content limitations except as outlined below.
5. Internet workstations will not be used by children unless they have authorization from a guardian or adult, and monitoring of a child's (up to 14 years of age) use of the Digital Creation Hub and the Internet is the responsibility of the parents/guardians.

6. TOSH holds the right to monitor the use and content of all resources or devices connected to the network provided by TOSH and the Mid Island Digital Creation Hub

ACCEPTABLE USE OF THE INTERNET AND EQUIPMENT

7. Users of the Internet must respect copyright law and licensing of programs and data.
8. TOSH workstations are located in public areas shared by users of all ages, backgrounds, and sensibilities; individuals are asked to consider other patrons when accessing the Internet or electronic resources from the workstations or through personal devices.
9. Users must not violate the privacy of another patron.
10. Users must not install software or run any programs on TOSH computer equipment that has not been installed by TOSH staff or contractors. Users should not develop or use programs that infiltrate a computer or computer system and/or damage or alter the software components of a local or remote computer or computing system. No alteration, damage or destruction of TOSH's computer hardware is permitted.
11. Users must not use any workstation, equipment or the public wireless network for illegal, actionable, or criminal purpose, or seek access into any unauthorized areas, and must not harass other users locally or remotely.
12. Users must not use any workstation or the public wireless network to display explicit sexual images.
13. Users must not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users. Users should not represent themselves as other users.
14. TOSH is not responsible for any fees incurred by use of the Internet.
15. TOSH cannot guarantee the security and confidentiality of any transaction, particularly ecommerce transactions.
16. TOSH is not responsible for any damage to patron disks or external devices that may be connected to or inserted into a library workstation or connected to TOSH's power supplies.
17. Staff, contractors or volunteers will advise users of inappropriate conduct as required and will ask that any behaviour deemed to be inappropriate cease immediately. Violations may result in loss of privileges for the user and can result in expulsion from the use of equipment and internet access.

TOSH patrons rights

18. For legal reasons complaints from patrons that a user is accessing legally prohibited material may result in a TOSH staff member intervening. The same confidentiality standards and procedures that apply to other public transactions will apply to the use of Internet resources. TOSH will make a best effort not to store any individual information

on patron Internet use or other electronic information sources. TOSH may store cumulative, generic statistics to assure equitable access or measure service utilization and direct information subscription purchases.

19. TOSH patrons have the right to equitable access to electronic information networks.