

Coahoma Community College
Dickerson-Johnson Library Resource Center
Computer Acceptable Use Policy

The purpose of library computing resources is for scholarly research and educational purposes only. These computers are provided primarily for students, faculty, staff of Coahoma Community College, and Dancing Rabbit Consortium. The following policies and procedures have been established to ensure the best technology service at the fastest speed and virus-free computer resources.

1. All users wishing to use the computer in the library must *read, sign, and adhere* to the Library Computer Acceptable Use Policy. Violators will be penalized.
2. All users must present a valid Coahoma Community College or Dancing Rabbit I.D.
3. Users may not save any documents, or bookmark web pages to the computer. Students who are using disks, and/or flash drives must submit them to the front desk for virus checks upon signing in. Any document or web page saved will be deleted immediately.
4. Printouts from the Internet are prohibited unless the information is a part of a classroom assignment. Users are required to print only necessary pages. If users have to print out information a power point presentation, they must only print "hand outs" using the maximum slides to a page. Only one "hand-out" is allowed. There is no charge for printed material. Additional copies must be made on the copy machine (.10 cents a page).
5. Users must limit the use of the computer for activities related to the mission of college including teaching and research for class assignments. **SHOPPING ONLINE, CHAT ROOMS, PERSONAL EMAIL (Some exceptions will be allowed at the discretion of the Library Staff), GAMES, VIDEO DOWNLOADS, PERSONAL GAIN, AND SOCIAL NETWORKING IS STRICTLY PROHIBITED.** Violators will be penalized.
6. Users agree to use only legally obtained data or software in compliance with license or purchase agreement and federal copyright or intellectual property laws. Users may not tamper with or obstruct the operation in any way, including disproportionate use of computer resources that hinder access to other users. Any act of hacking or illegal uses will be reported immediately to the campus police and offenders will be prosecuted.
7. Computer/Internet Users are monitored in order to maintain system performance and security. In instances when individuals are suspected of abuse of computer usage, the contents of user files will also be inspected.
8. Users may not use or create invasive software, such as worms or viruses.
9. Users may not bring food or drinks to any location where computers are located.
10. Users may not use the computer in anyway that may be perceived of as an obscene or harassing manner.
11. Users may not use the computer to access or use another person's computer account or allow another person to use their account.
12. Violation of the above rules will result in loss of privileges for library computer use.

Print Name

Date

Sign Name