

RIO HONDO COLLEGE LIBRARY: COMPUTER USE

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I. Purpose

These guidelines govern the use of computers in the Library's Computer Commons. The Rio Hondo College Library Student Computer Commons has 45 computers intended for **college course-related purposes only**.

II. Acceptable Computer/Internet Use: Guidelines for Responsible Internet Use

The following provisions serve as acceptable use guidelines that govern the use of computers and networks at Rio Hondo College Library (RHCL). Use of these computer systems is a privilege, not a right. It is the objective of the RHCL to maintain an atmosphere of constructive learning, academic freedom, and proper asset management. In order to meet this objective, each student is responsible for using computing resources in an effective, ethical, and lawful manner.

A. Computer User Eligibility

Enrolled students have first priority to use the computers in the Rio Hondo College Library Student Computer Commons.

The RHCL Student Computer Commons list of priority use is as follows:

- First Priority: Currently enrolled students with a Rio Hondo College (RHC) student identification card
- Second Priority: RHC faculty, staff, and Board of Trustee members
- Third Priority: Community users, when computers are available. When a queue of students, faculty, staff, or board members occurs, community users agree to end their session immediately.

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B. **Computer Reservation/Queuing System:**

- The Student Computer Commons computers are connected to an automatic reservation/queuing system.
- Only one reservation may be made at a time.
- Community users are limited to one one-hour session per day.
- A student may only make reservations with his/her own student ID number.
- Once a computer has been assigned to a student by the system the student has a 5-minute grace period to sign in to that computer.
- A reservation may not be made for any other person, friend, or a family member.
- After this time, the computer is automatically assigned to the next student. The late student may return to the reservation station to make another reservation.
- A student can pause/lock a computer for 5 minutes. The reservation will be lost if the computer is not unlocked within 5 minutes.

C. **Computer Use Sessions**

- One hour per reservation. Students may ask the reference librarian on duty to extend their computer session. During peak periods of use (typically 7 a.m. to 5 p.m., Monday-Thursday) a student may be denied an extension due to high demand or if other students are waiting. **Session extensions are at the discretion of the Reference Librarian on duty.**
- Community users are limited to one one-hour session per day.
- Community users will be asked to end a session if students are waiting to use a computer.
- The system will stop making reservations 15 minutes before the library closes. Reservations will not be extended beyond closing time. No exceptions.

D. **Rights And Responsibilities of Computer Users**

- By using computers in the RHCL Student Computer Commons a user agrees to abide by the guidelines established in this Acceptable Computer/Internet Use Agreement.
- Each user must understand and acknowledge that freedom to access and display information is constrained by the rights of others.
- Computers are to be used for academic/research purposes. Non-course-related activities are not allowed.
- No person may use computers in the RHCL Student Computer Commons for illegal or unauthorized acts. Specifically, individuals may not use computing resources to violate state or federal laws, or regulations of RHCC including, but not limited to, laws and regulations governing the creation, dissemination, or possession of pornography or other illegal documents or images.
- The possession or use of programs, files, or instructions for violating system security and the violation of copyright law are prohibited.
- Computers may not be used to intimidate or create an atmosphere of harassment based on gender, race, religion, ethnic origin, creed, or sexual orientation. Fraudulent, threatening, or obscene e-mail, graphics, or through electronic communications is prohibited.
- Online gaming is prohibited.

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- Changing, modifying, or eliminating computer configurations is prohibited. Loading any application or program software onto computers is prohibited.
- While every effort is made to maintain network security, RHC and RHCL are not responsible for any security breach. Users who enter personal information online do so at their own risk.
- It is recommended that students save work on a USB (flash drive), cloud storage (such as Dropbox, Google Docs, etc.), or via e-mail. All work saved to a computer in the RHCL Student Computer Commons will automatically be erased when the student logs off or session time ends.
- Disruptive behavior will not be tolerated in the Computer Commons. Students must respect library rules.
- Librarians reserve the right to terminate a computer session if it is determined that the student behavior is unacceptable or that a student is disturbing other students.
- There are two ADA-compliant computers reserved for use by special needs students. Special needs students have precedence in using ADA-compliant computers. Librarians reserve the right to ask that an ADA-compliant computer be vacated for use by special needs students.
- While librarians will attempt to assist students with computer needs, basic computer knowledge is expected of students. As it is impossible to teach basic computer skills in a short period of time, librarians can recommend basic skills resources, upon request.
- Repeated infractions of the Acceptable Computer/Internet Use Agreement will result in permanent loss of computer privilege.

E. Violation of the Computer Use Agreement

If a computer user violates any of the acceptable use provisions outlined in this document, computer privileges will be terminated, and future access may be denied. Some violations constitute a criminal offense and may result in legal action and/or other penalties as deemed warranted by the Vice-President, Student Services.

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III. The Rio Hondo College Library Computer Use Agreement

Using the computers in the RHCL Computer Commons constitutes acceptance of this agreement:

- I understand that to use the RHCL computers, I must be a currently enrolled student, a RHC staff member, faculty member, Board of Trustee member, or a community user in good standing.
- Community users agree to one one-hour computer session per day.
- I understand that computer use is a privilege that may be revoked at any time for inappropriate conduct.
- I understand that computers are for college course-related activities.
- I agree to report hardware or software malfunctions to a librarian immediately.
- I understand that RHCL is not responsible for damage to my portable data storage or personal computer equipment.
- I understand that the computers are in a public environment and privacy is not guaranteed.
- I understand that failure to comply with the Acceptable Computer/Internet Use Agreement may result in the suspension of computer privileges and disciplinary action.
- I acknowledge that I have read, and will follow, the Acceptable Computer/Internet Use Agreement.

See also: Rio Hondo College Computer Use – Administrative Procedures:
http://www.riohondo.edu/board/policies/AP3000/AP3720_computernetworkuse_111412%20app.pdf