



## **Southwestern College Library Computer Use Guidelines**

Use of computer and electronic resources shall be consistent with the academic purposes of the College/District and shall respect the rights of other users. First priority for use is accorded to Southwestern College students, faculty, and staff. Identification may be required.

### **Legal Issues**

Access to computing resources is a privilege, not a right. Computer privileges are dependent upon acceptance of and compliance with these guidelines, the [Southwestern College Acceptable Use Policy](#), and local, state and federal laws. These laws and policies cover areas such as copyright, harassment, and illegal or unethical access to computer networks and files.

Violation of any of these policies or laws may lead to loss of access to computing resources, as well as disciplinary and/or legal action.

### **Computer Equipment and Use**

The SWC Library public computer equipment is provided to support research and instruction. Commercial uses, such as operating an online commerce site, are prohibited. Recreational uses of programs such as chat and games are inappropriate.

Users may not download programs, install software or install software upgrades on public computer equipment. Users may not make changes to computer settings or configurations except for those permitted by the Library.

The College makes every attempt to provide reliable resources. However, technical problems will occur. The College is not responsible for information that may be lost, damaged or unavailable due to technical or other difficulties.

After a certain amount of time, files are automatically deleted from public computers. It is the responsibility of the user to provide appropriate storage media and to save permanent copies of her/his work.

### **Personal Computing Equipment**

Users with non-Library computing devices who are using the SWC network to access the Internet must comply with these computer use guidelines.

**Availability**

Public computer equipment is available on a first-come-first-served basis. Users are asked to limit use during times of heavy demand. The Library may take additional steps to facilitate availability.

**Harassment**

Some images, text, or sounds may create an atmosphere of intimidation or harassment for others. The Library may take steps to maintain an environment conducive to study and research.

**Library Property**

It is illegal to tamper with computer equipment and systems, including physically or electronically modifying hardware or software ([California Penal Code, Section 502 et. seq.](#)). Please report equipment problems to Library staff.

Deliberate misuse of the computer or its components will result in loss of computer privileges, academic sanctions and/or criminal prosecution. Repair costs resulting from deliberate misuse will be the responsibility of the user.

**Computing Environment**

Other [District policies](#) and [Library rules](#) must be followed while using computing resources. These policies cover a variety of issues including, but not limited to, cell phone use, excessive noise, food and beverage in the Library, moving chairs, and unattended children.