

Learning Resources Centers Computer and Network User Guidelines

Piedmont Community College's Computer and Network User Guidelines

We are pleased to provide information technology resources at Piedmont Community College. We hope that you find these resources helpful as you pursue your studies, and we are happy to provide computers, site-licensed software, and Internet access to make your studies both rewarding and enjoyable. Users of the Learning Resources Centers (LRC) are expected to read and follow the campus guidelines carefully. We ask that you read and abide by the following guidelines so that you and other computer users enjoy fair and equitable access. Failure to abide by this agreement may lead to disciplinary action, including loss of computer privileges, dismissal from the college, and/or criminal prosecution. The college expects and requires ethical, legal, and responsible behavior of individuals using technology resources. Disciplinary action will result from unauthorized, inappropriate, or illegal use of hardware, software, or Internet access. Information technology resources are provided for educational use related to research and course assignments. User priorities for information technology resources include Piedmont Community College students, faculty and staff, affiliated institution users, and community users. As a user, you should not

- access another user's file(s) without permission
- access files by using false user names, accounts, or passwords
- remove or damage any college hardware, software, or data
- access, produce, post, display or send offensive messages, music or images, including images of exposed private body parts is prohibited. Offensive material includes obscene, profane, lewd, vulgar, rude, or sexually suggestive language or images is prohibited
- violate copyright laws is prohibited
- disrupt or attempt to disrupt system operations
- participate in chat rooms, instant messaging, games, or view DVDs that are not relevant to research or to course assignments
- harass, threaten, insult or attack others
- access pornography or other offensive or inappropriate material
- use college computer systems, the Internet, and/or software for personal business work, advertising, or for any illegal activity

Guidelines & Etiquette

Computer users must abide by the PCC Computer and Network User Guidelines and the LRC Printing Policy

To use the computer workstations, you must have a current Piedmont Community College library card or a Student ID.

Students using computers for academic purposes will receive priority for computer availability.

Work must be saved to a floppy disk, zip disk, pen drive, or other external storage device, not to the computer hard drive.

The LRC does not provide or sell disks or paper.

No food, beverages, or tobacco products are allowed inside the LRC.

Due to Federal guidelines, students must be 16 years of age in order to use computers.

Parents are responsible for their child(ren)'s behavior.

The LRC staff will assist computer users as service demands permit. However, users are responsible for their searches and assignments. LRC staff cannot provide on-the-spot, in-depth individual training in computer or Internet use. Patrons who need basic instruction are encouraged to register for computer literacy/Internet courses offered by the LRC or by the College.

The LRC does not guarantee system reliability and is not responsible for loss of data, inaccuracy of data, delays in data processing, or non-delivery of data.

The LRC may restrict or discontinue access to some or all Internet and/or network resources at any time without prior notice.

Rev. 07/2009