COMPUTER USE POLICY

The libraries of Carl Albert State College support the College's teaching functions. Individuals must possess a current CASC ID in order to access library computers, electronic databases or e-books due to licensing agreements. The Libraries' public computer equipment is provided to enable library users to access the collections and other information resources and services in support of curriculum needs. The following rules apply to use of computers within the Libraries and supplement the Student Computer Conduct Code as defined in the CASC Student Handbook.

1. First priority for use of computers is accorded to Carl Albert State College students, faculty, and staff.

2. Use of computing resources is a privilege that depends on individuals using the resources appropriately and in accordance with College policies and local, state, and federal laws. These laws and policies cover such areas as illegal access to computer systems, networks, and files, copyright, and harassment issues.

3. Due to licensing agreements, use of library databases is limited to Carl Albert State College students, faculty and staff. Remote access is available with CASC ID and PIN number authentication via a proxy server.

4. At times, the demand for library computer equipment exceeds availability. Patrons are asked to be sensitive to the needs of others and limit equipment use during times of heavy demand. The Libraries may take additional steps to regulate computer use, such as restricting email and MySpace access or setting time limits.

5. Due to the public nature of the Libraries, individuals should demonstrate respect for individuals' rights to privacy and freedom from intimidation or harassment. You are asked to be sensitive to the fact that some on-screen images, sounds, or messages create an atmosphere of intimidation or harassment for others. The Libraries may take steps to maintain an environment conducive to study and research.

   Users will refrain from displaying obscene materials on Library computers. Patrons deemed to be in violation of this may be asked to leave the library and may eventually be banned from further library Internet use and library privileges. Obscene materials are considered in part to be those images that may be offensive to others. (Refer to Library Computer Pornography Policy)

6. Use of computer equipment for recreational purposes such as game playing deters others from using workstations for educational or research purposes, and otherwise makes the Libraries less conducive to study. Library computers may not be used for playing games, gambling, shopping or viewing pornography. Library staff may intervene to ensure optimal access to computers for educational and research purposes.

7. The use of laptops and other personal computing devices are welcome in the Libraries. Users may connect personal equipment only to the wireless network, or to ports designated for such use. Please refer to the libraries' Wireless Internet Policy for information relating to use of wireless Internet services.

8. Users may not unplug any Libraries' equipment or cables for any reason. Use of personal equipment, such as extension, adaptor, or power cords must not pose a safety hazard for others.

9. All library computers shut down 10 minutes before the library closes. Users must have all searching and printing completed before this time.

Failure to comply with the conditions of this policy result in actions as outlined in the CASC Student Handbook.