

## COMPUTER USE POLICY

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### POLICY STATEMENT

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Computers in Roberts-LaForge Library, the Instructional Resources Center (IRC), and Capps Archives and Museum are to be used for research and academic enrichment.

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### DEFINITIONS

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Community member: Any individual that is not a current student, staff, or faculty member at Delta State University.

Patron: Any individual that enters Roberts-LaForge Library, the IRC, or Capps Archives and Museum.

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### PROCEDURES AND RESPONSIBILITIES

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Library computers are governed by university policies for technology. Therefore, none of the computers in the library may be used for activities that conflict with university policy, state or federal laws. Library Services faculty and staff are responsible for maintaining an environment that is conducive to research and learning. Therefore, library services reserves the right to exercise necessary actions to sustain a positive atmosphere. These actions may include, but are not limited to the following: (a) asking patrons to relinquish their computers; (b) enforcing time limits; (c) terminating computer usage accounts and privileges, or (d) requiring patrons to leave the building.

#### Computer Access:

- DSU students, faculty, and staff may gain computer access by entering in their university username and password. *All patrons are urged to log off once they have completed their session to protect account information.*
- Community members must register for computer access at the Reference or Serials Desk by presenting a valid driver's license or state issued photo identification card. No other forms of ID will be accepted and patrons must be 17-years-old to register. Each patron will receive a personal username and password that allows **90 minutes** of computer usage per day.

### General Guidelines:

1. Viewing or accessing inappropriate text, images, or web sites is prohibited on all computers and doing so may result in a loss of computer privileges and/or criminal charges.
2. Printing is allowed. However, users must pay for printing with their DSU Okra Kard or a purchased guest card.
3. Food and drinks are not permitted.
4. Users may not engage in activities that are considered to be unacceptable. Examples of unacceptable activities are:
  - a. Using computing resources for unauthorized, illegal or unethical purposes.
  - b. Adding or modifying the software or hardware configurations of computing and/or networking systems.
  - c. Installing personal or downloaded software on any library computer or network that is not directly related to DSU academic or university work.
  - d. Violating copyright laws or software licensing agreements.
  - e. Displaying text or images, causing noise or other disruptions that may be considered offensive in an academic environment.
  - f. Engaging in activities that waste computer resources.

### Community Member Guidelines:

1. Must abide by the general guidelines outlined above.
2. Must adhere to the 90-minute daily time limit.
3. Must be at least 17-years-old to register for computer access. Children under the age of 17 are not allowed to be in the library without an adult. It is the responsibility of the parent, guardian, or accompanying adult to monitor the computer usage of minors. Library computers are not equipped with Internet filtering software therefore parents must determine what is appropriate for their children.
4. Area schools and/or special University groups must schedule times to bring in their students for instructional sessions and research needs in order to secure computers for the group.
5. DSU students, faculty, and staff will have priority access over community members.
6. Computers will be available on a first-come, first-served basis. Community members will not be allowed to loiter in the library while waiting for an available computer.

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### **RELATED DOCUMENTS**

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- DSU Policy on “Abuse of Computers and Network Systems”
- DSU Policy on “Computer Labs”
- DSU Policy on “Responsible Use of Electronic Communications”
- DSU Policy on “Unauthorized Access to Computer Systems and Network”