Library Commons’ & Campus Computer Labs Computers and Technology Usage Guidelines

Purpose
The primary purpose of this guideline is to ensure students are informed of the expectations, responsibilities and disciplinary measures for the learner when accessing the Library Commons’ or Campus computer lab computers, networks and connection to the Internet. Failure to comply with the guidelines is a violation of the Student Code of Conduct (NBCC Policy 1112).

Guidelines for Use of Library Commons’ & Campus Computer Labs Computers and Technologies

1. You must use your NBCC Login when accessing the network or Internet.

2. Any intentional damage or unauthorized modifications to software, hardware or data files is prohibited. Disconnecting the computer equipment is also prohibited unless authorized.

3. NBCC, as the owner of these facilities, may examine student files and systems on Library Commons’ and NBCC computer labs equipment. All Internet and network activities may be monitored.

4. No unauthorized software or hardware shall be installed or uninstalled with the exception of USB memory keys.

5. Students are not permitted to use Campus computer facilities for:
   a) Playing unauthorized games; (Windows operating system games allowed).
   b) Using "Chat" programs; unless authorized.
   c) Hosting FTP or MP3 sites, or downloading MP3’s.
   d) Installing any software, unless authorized.
   e) Using any software that slows down the network, or any software that poses a security risk to the network (e.g. network sniffer, password cracker, keyboard logger); unless authorized.
   f) Inspecting or modifying data which does not belong to you; or you do not have authority to access.
   g) Viewing, downloading, printing or sending of illegal, obscene, or vulgar messages, files or pictures
   h) Personal financial or corporate gain (except resumes).

6. You shall not interrupt or interfere with other persons using Library Commons’ or Computer lab computers.

7. You are responsible for the security and backing up of your data and/or programs.

8. Any unauthorized mass mailing is not allowed.