

Computer Usage Policy

What you need to know about the computers in the PIU Study Center and Library.

As adults, your computer usage in the Study Center is not closely monitored. Usage is more controlled in the Library. Any unauthorized programs found installed (such as Myspace IM) will be removed. The use of PIU computers is a privilege granted only to those who use them responsibly.

- **These computers have been paid for from a US government distance education grant.** Thus their PRIMARY purpose is to support distance education class work. The second priority for the use of these computers is class work and research for on-campus classes. If there are computers available and no one is waiting to use them for educational purposes you may use them to access the web and check your personal email.
- **These are not personal computers -- therefore no modification of the computers or desktops is allowed.** Do not save personal files to the desktop or hard-drive. **All files (including word processing, video, music, pictures, etc.) must be saved to the student's personal thumb-drive or external hard-drive.**
- **We do not permit instant messaging software on the hard-drives of these computers.** Do not install such programs. If you want to use instant messaging, download and install the software to your personal thumb-drive.
- **We prefer that all web browsing be done on the Mozilla Firefox** browser because this browser is less likely to receive spyware. Internet Explorer is available for the occasional sites that do not fully support Firefox. Use it only for those sites.
- **Do not attempt to use the browsers on the computers to access MySpace or other social networking sites.** These sites tend to leave a lot of extra garbage on the computer. Use a browser residing on your personal thumb-drive if you want to check these sites.
- Computers function best and last longer if: they do not have direct sunlight on them (thus we keep the mini-blinds closed), the environment is cooler than what humans like (thus we have the air conditioning going at all times, set at 24°C. It should always feel a little cold in the study center), they don't come in contact with food crumbs, liquid, or dust (thus no food or drinks in the study center -- keep the areas around the computers clean).
- Do not touch the computer screens. They are very sensitive to pressure and a finger or pencil touching the screen can leave a permanent mark.

- These computers are reserved for use by PIU students and staff.
- Do not use the computers to access sites that contain pornography or other sexually suggestive material.
- Failure to abide by these guidelines will at the minimum result in the loss of computer privileges.

The PIU Study Center will be open daily as posted.

Unacceptable Internet Use

Unacceptable student use of the Internet access computers include, but are not limited to:

- Giving out personal names, addresses, phone numbers, (or the address or phone number of the school) unless approval is obtained from staff.
- Using pseudonyms that misrepresent one's identity in any manner.
- Damaging or destroying equipment, software or data belonging to the university or others. This includes changing computer settings
- Using obscenities, vulgarities, foul or abusive language in any Internet communication.
- Accessing and printing inappropriate materials.
- Promoting, viewing, or obtaining pornography and/or sexually explicit text or graphics.
- Using visuals and sounds that may be offensive and/or disruptive to others.
- Plagiarizing information obtained on the Internet.
- Downloading information or programs from the Internet without staff approval.

Consequences of Misuse

The use of PIU computers is a privilege granted only to those who use them responsibly. Unacceptable use of the computers will result in losing computer use privileges and/or other disciplinary action as deemed appropriate by staff. The University will decide what is acceptable and unacceptable use and the decision will be final.