

## Computers and Internet Use

Library computers can be checked out by students who are enrolled in the current semester. The Library staff does not monitor computer use and is not responsible for content retrieved. They do not advocate, endorse, or otherwise approve of information accessed by computer.

### Procedures:

- Computers are checked out at the Circulation Counter with an SJCC student identification card, or a Community Borrower card.
- The computers are checked out for a renewable two-hour time period, **except** during periods of heavy demand. At such times, students can use the first floor Computer Lab, or ask to be placed on a waiting list.
- Students are issued a plastic plaque with a computer station number. This must be returned to the Circulation, or fines will be charged.

### Rules:

- Computers are checked out to **individuals, not groups**. Group study is **not** permitted in the Computer Area. Groups of two or more students needing to use a computer can check out a laptop computer for use in a Group Study Room. (See: **Laptop Computer Checkout and Use**).
- Late fee for computer plaque or cables is \$.50 per hour (or partial hour).
- No online chatting or computer games are allowed.
- Children under the age of 18, (who are not enrolled at SJCC), are not permitted to use computers.

### Vandalism

- Tampering with equipment, software, hardware/computer configurations is not permitted.
- The following actions are not permitted: copying programs, data or documents to the hard disk; deleting files from the hard drive, or changing the configurations.
- Any destruction or change to the set-up of the hardware or software is subject to disciplinary action by the College.

### Copyright - United States Law

- Software is copyrighted and may not be copied or reproduced to any electronic medium. Any attempt to violate copyright laws may result in disciplinary action.

### Wireless access

- A wireless network option is available throughout the library.
- Library staff is not permitted to work on students' laptops. They do **not** assist in making changes to laptop settings to enable connection to the wireless system.

### Protect Your Privacy!

- It is the student's responsibility to protect personal information by logging off the computer. Directions are attached to each monitor.

**Staff gives limited assistance with computer applications.**