

Hugenate Kollege Library Rules- Computer facilities

When you use our library computing equipment and resources:

- You must not install unauthorised software, or alter software (such as changing program setups) on library computers.
- You must not use Library computing facilities for purposes other than legitimate educational and research purposes.
- Do not engage in downloading anything except results of searches for academic information
- Pornography and viruses
- Loading and using any software other than official Library software
- Using the Computer facilities to harass others. Harassment may include but is not necessarily limited to sending annoying, threatening, libellous, or sexually, or religiously offensive messages through electronic means.
- Do not use chat rooms or social networking sites-Facebook, Twitter etc. (unless it is academic related, e.g. Student system)
- Do not play computer games.
- Do not use computers to listen to music or viewing music videos on YouTube.
- Do not download or reconfigure any software. (accessing or copying any unauthorised material including computer games, music are prohibited)
- Do not gather around computers when doing so may obstruct others or create noise that distracts others.
- Be aware that some online sites may be offensive to others. You will be asked to exit such sites.

Users may not:

- Use the Library's workstations to gain unauthorized access to the Library's networks or computer systems or to any other network or computer system.
- Obstruct the work of others by consuming large amounts of system resources or by deliberately crashing any library computer system.
- Make any attempt to damage computer equipment or software.
- Make any attempt to alter software configurations in a malicious manner.
- Make any attempt to cause degradation of system performance.
- Use any library workstation for illegal or criminal purpose.
- Users may not create, access, copy, store, transmit, download or publish any material which:



- (i) is obscene, racist, defamatory or illegal
- (ii) causes harassment or gross offence to others
- (iii) constitutes a breach of copyright laws or licensing agreements

Misuse

- Hacking into the library computer system or any other computer system.
- Mishandling, damaging or attempting to damage computer equipment or software; tampering with computer settings.
- Failing to pay for printing.
- Refusing or ignoring a staff person's request to give up a computer.
- Failing to comply with time limits
- Failing to comply with all of the above rules.

Please take not of the following:

- 1) Library staff will assist with basic instruction in the use of the library computers and Internet access. However, it is not the role of the Library staff to offer detailed assistance or tuition.
- 2) Limit computer searches to 20 minutes when someone is waiting.
- 3) Eating and drinking in computer rooms are prohibited.
- 4) Any behaviour that interferes with the work of other students and staff is prohibited -this includes the use of personal stereos (earphones), radios or any behaviour that leads to excessive levels of noise. It also includes the use of the computing facilities in any way which may cause offence to others.
- 5) The library reserves the right to limit access to any and all computerized information resources. We also reserve the right to revise the terms under which these resources may be used in the course of meeting the educational needs of Huguenot College students and staff. Misuse of computers will cause a user's access to be revoked. Students who abuse the system will be referred to the Registrar. Students who abuse the system will have all library privileges revoked.

