

MEDICINE HAT COLLEGE

Library Services Computer Use Guidelines

1. Computer equipment will be treated with respect; any accident and/or damage must be reported to library staff immediately to ensure additional damage does not occur.
2. No food of any type will be allowed in the computer areas. All drinks must be contained in cups with attached lids.
3. Only registered students, authorized users, faculty or college employees are permitted to use college computer resources.
4. Any student, who breaches the security system in any manner, including sharing of passwords, may have their privilege to use the college's computer resources revoked.
5. Students may leave a computer unattended for no more than 15 minutes. If a computer is left unattended for more than this time, other students or library staff will have the right to clear the material and use the computer.
6. Users must not intentionally introduce viruses into computer systems.
7. It is the responsibility of each user to ensure that all personal storage devices are free of any and all viruses before they are used with Medicine Hat College computer systems.
8. Students will be liable for any and all intentional damage caused to the computers, computer systems, networks, and/or data.

