<u>Statement of Appropriate Use: Public Access Computers</u>

Keyano College Library is a publicly funded, post-secondary educational institution. As such, its resources (including computers) are meant for the use of students and employees. By its own mandate and as a member of Alberta North, however, the College opens some of its resources to people who are not otherwise affiliated with the College. These resources are to be used **for educational purposes only, not for recreation or entertainment.**

The Public Library is the correct place for these recreational activities.

Conditions of Use

1. Library computers must only be used for purposes which are consistent with the objectives and policies of Keyano College.
2. The Library's computer resources are primarily for the research needs of Keyano College students, staff, and faculty; their use of these resources will take priority over the use by community users.
3. The Library **computers must not be used to download, store, copy, or transmit pornographic, racist, sexist, or other offensive or derogatory material.** This includes use of email and the Internet. **Violation of this condition will result in a ban from future use of Library computers.**
4. All users of the system must sign and abide by the "Statement of Appropriate Use" in order to gain access to and use Library computers.
5. The Library reserves the right to monitor all computers for violations of computer usage rules.
6. Public users are required to sign in *and* **show photo identification** at the Circulation Desk *every* time they use the computer. Public computer use is limited to **three hours per day**. Abusive, aggressive behavior to others will not be tolerated.

Appropriate Use of Public Access Computers

1. Public access computers are **provided for educational activities**. These activities include (but are not limited to): using Library databases for **research**; **looking for jobs**; creating **resumes**; researching and **registering** for school programs; and accessing **newspapers** and news sites (i.e. CNN).
2. Documents may be downloaded and printed provided this does not interfere with copyright law.
3. **Printing costs 10 cents per page**. Print cards are available at the bookstore or in $1.00 increments at the Circulation Desk.
4. The Library is a Quiet Study Area. Volumes must be kept to a minimum. No cell phone use is permitted. Headphones are available at the Circulation Desk.
5. Users may not use the computer to charge or sync electronic devices such as cell phones or music players.
6. Inappropriate uses of public access computers include: installing software; downloading music or video files; unauthorized copying of copyright-protected materials; attempting to bypass system restrictions or tampering with system files or applications; unauthorized access to system files or attempting to disrupt the integrity of the system. **Public access computers are NOT to be used for recreational use** – you agree not to use sites for entertainment purposes.

Public users are <u>not</u> permitted to use the computers for:
Dating Sites
YouTube
Gaming (Internet or local)

I have read the above and agree to abide by this Statement of Appropriate Use of Public Access Computers.

PRINT NAME: _____   **SIGNATURE:** _____

DATE: _____