

## **Dakota College at Bottineau Library Computer Use Policy**

The Dakota College at Bottineau Library makes computers and network resources available to students, faculty, staff and visitors to provide access to library collections and other information resources to support learning and research. The intent of this policy is to ensure that facilities and resources are used most effectively to benefit the greatest number of academic users. Users may not be paid for or otherwise profit from the use of any college-provided computing or network resource or from output produced from such use.

Usage must be in accordance with the Dakota College at Bottineau Acceptable Use Policy <http://www.dakotacollege.edu/pdf/RiskMgtHandbook.pdf>, and other policies of the Dakota College and the NDUS system, state and federal law.

Use of computer equipment for recreational purposes such as social networking and watching videos deters others from using workstations for educational or research purposes, and otherwise makes the library less conducive to study. Students are expected to conduct themselves in a professional manner and follow all library policies and procedures.

We welcome the use of laptops and other personal computing devices in the library. Users may connect personal equipment only to the wireless network, or to ports designated for such use. Users may not unplug any library's equipment or cables for any reason. Use of personal equipment, such as extension, adaptor, or power cords must not pose a safety hazard for others.

### **Policies Governing Use of Equipment:**

1. Library users are expected to follow all posted library/computer lab rules.
2. Library computers are for academic use only.
3. Must sign in at the circulation desk prior to accessing a library computer.
4. Library users must maintain an acceptably low noise level and behave in a way that respects the rights and needs of others.
5. Cell phone use is prohibited in the library.
6. Priority is given to DCB students, faculty, and staff.
7. Printing is allowed.
8. Downloading files to USB flash drives is permitted.
9. Users may not download files to the hard drive.
10. The library reserves the right to reclaim workstations being used for other purposes. Library users are expected to leave when asked by library staff. (For example, when the library is closing, during an emergency, or when their behavior is unacceptable.)
11. The library reserves the right to schedule workstations for instruction or for access to electronic resources available only on specific machines.
12. Virus protection software is loaded on every computer in the library. The library will not be responsible for damage done to users' flash drives or non-library computer equipment as a result of downloading.

13. Library staff is available at the circulation desk to provide limited assistance in the use of the library's computers. Staff may limit the amount of time spent in assisting a user in order to provide adequate support for all other library services.
14. Attempts to damage or alter library equipment or software are a violation of Library policy and will result in the loss of library privileges.

Users who are in violation of these policies may be subject to penalties for infractions, including but not limited to verbal warnings and the loss of the use of library computers and network resources.

## Procedures for Enforcing Computer Policy when Violations are Suspected

### First Incident—Verbal Warning

1. Verify status of computer user by asking for student identification or other picture ID. If none is available, ask for name, address, and student library card number.
2. Inform the person that their usage is inappropriate and does not conform to the campus computer policy.
3. Explain to the person that they will need to review and adhere to our policies if they want to continue using the computer.
4. Record the name, date, and incident on the Campus Investigation Violation form. A copy of the incident report will be given to the Library Director.

### If the person does not comply

5. If the person is unwilling to cooperate by refusing to discontinue the inappropriate activity or read the policy, ask the individual to leave the library.
6. If the person is a student or individual affiliated with Dakota College at Bottineau campus, refer him/her to the Library Director
7. If not affiliated with the university, tell them that they are no longer allowed to use the computers.
8. If there is resistance, contact the Sheriff's department: 228-2740

### Second Incident—Written Warning

1. If the person returns and violates policy a second time, ask the individual to leave the computer immediately.
  - a. If the offender is a student and the identity is known, inform the individual that they will be referred to the Library Director and Associate Dean of Student Affairs.
  - b. If not affiliated with the university, tell them that they are no longer allowed to use the computers.
2. If there is resistance, notify the contact the Sheriff's department: 228-2740. Record the name, date, and incident on the Campus Investigation Policy sheet. This report will again be forwarded to the same individual as listed in #4 above.
3. The Library Director will investigate the incident and mail a written warning.
4. The appropriate authority will meet with the offender, and, when necessary, sanctions will be conveyed to him/her in person and in writing.

### Third Incident

1. Violation of Student Conduct Code. The offender is notified by the Associate Dean of Student Affairs.
2. A sanction may be imposed.

*Student employees who are on duty alone can use these procedures to the extent that they feel comfortable enforcing them. If they so choose, they may merely observe the activity, record as much information about the incident as possible, and report it to their supervisor.*

*Revised 10/2011*

**Violation of Computer Access Policy  
Campus Investigation**

Name of alleged offender: \_\_\_\_\_

Date: \_\_\_\_\_

Name of person filing complaint: \_\_\_\_\_

Description of complaint:

\_\_\_\_\_  
*Signature of person reporting complaint*

\_\_\_\_\_  
*Date*

Findings upon investigation by Computer Services:

**Resolution**

Consequences to the student as a result of the investigation:

\_\_\_\_\_  
**Signature of Appropriate authority**

\_\_\_\_\_  
**Date**