By using this PC, you agree to the following Acceptable Use Guidelines. If you do not agree to these terms, please log off the computer immediately.

TECHNOLOGY SUPPORT SERVICES

ACCEPTABLE USE GUIDELINES

1. Purpose:

To define the guidelines for acceptable use of technology resources within computer-enabled areas at Prince George's Community College (PGCC). These guidelines are established to provide an environment conducive to learning. Students are required by the Prince George's Community College Code of Conduct to adhere to college policies and guidelines and to follow the direction of faculty and staff. Campus Police will escort uncooperative/disruptive students out of computer-enabled areas and may refer them to the college administration for additional disciplinary action.

2. Definitions:

Computer-Enabled Area
Computer-Enabled areas are considered quiet learning-centered environments. This includes, but is not limited to, computer classrooms, open computer labs, computer-enabled student study areas, print service areas, and the campus library.

Authorized Users
Authorized users are currently enrolled PGCC students, staff, faculty, and PGCC alumni. A current PGCC student or Alumni Association ID card must be provided upon request. Authorized staff may routinely monitor user activity in computer-enabled areas. Users waive their rights to privacy while utilizing the college's technology resources. Individuals with special needs should contact Disability Support Services before visiting computer-enabled areas so that quality services may be provided that address your specific needs.

3. Guidelines/Policies:

3.1 Food, beverages, and their containers are not permitted.

3.2 Loud conversations, music, and noise are distracting to other users and are not permitted.

3.3 Children, Guests, and Pets are not permitted.

3.4 Cell/Wireless phone use is not permitted. Phones must be turned off or the ring style must be on a silent or vibrate setting.

3.5 Users are not permitted to install or download any software applications on the computers, nor alter or change any computer settings.

3.6 Users are not permitted to play games of any type. This includes, but not limited to, computer generated and hand held.

3.7 Users are not permitted to view pornographic websites or email content.

3.8 Users are not permitted to view websites or email content that displays weapons of any type, to include, but not limited to, knives, firearms, explosives, and mass destruction, unless doing so in support of specific PGCC class-related educational purposes.

3.9 Extended use of the computers for non-college course-related work is unacceptable. You may be asked to leave if there is a line of students waiting to use a computer for course-related work.

3.10 The college is not responsible for any information or data left on the hard drive. Please save your work to your own personal storage media.

3.11 Use of laptops at computer-enabled workstations is prohibited. Please ask a Technician where the wireless locations are for laptop use.

3.12 Electrical outlets in designated areas may be used to charge laptop computers. Using electrical outlets to charge cell phones, iPods, and other personal devices is prohibited.

3.13 Printing is limited to college-related material. Users may print up to 25 pages per print job. Multiple copies of documents are prohibited. Staff reserves the right to cancel and/or withhold any print products deemed inappropriate or in violation of established policies and guidelines.

3.14 PowerPoint slides should be printed as handouts with 4 or more slides per page unless special permission is given by staff. Please ask a technician for instructions regarding how to print PowerPoint slides.

3.15 Computer-Enabled areas must be secured at the end of each class period. Students must not occupy these areas without their instructor present.

3.16 Please leave computer-enabled areas neat and orderly for other users.

3.17 Users are not permitted in STAFF ONLY areas. The telephones in these areas are provided for college staff and faculty only. Users are to access the public telephones located around campus.

3.18 The college is not responsible for lost or stolen items.

3.19 If the fire alarms sound, users are to immediately exit the building via the marked exits. It is not necessary to shut down the computer; however, it is recommended that personal belongings not be left unattended in any area during a fire or other emergency.

3.20 When announcements are made indicating the close of business, users are to close all open programs on the computers, gather their belongings and promptly leave the building.

3.21 Study sessions and team projects are not permitted in open computer lab areas. Individual and group study areas are available in the library building (Accokeek Hall).

3.22 Guidelines are subject to change. Please refer to the revision date at the top of this document.