

**PENSACOLA JUNIOR COLLEGE  
POLICIES OF THE  
LEARNING RESOURCES SERVICES**

|                                      |                              |
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| <b>TITLE:</b><br><b>Computer Use</b> | <b>Number:</b>               |
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Pensacola Junior College provides access to the Internet for the *primary* purpose of providing the students with educational materials to meet coursework requirements. PJC students and faculty have priority in the use of computers all times for academic purposes. Procedure for accessing computers may vary at each campus LRC.

**LRC COMPUTER POLICY**

**I. POLICY**

Pensacola Junior College provides access to the Internet **for the primary purpose of providing the students with educational materials, not physically located at Pensacola Junior College to meet coursework requirements. PJC students and faculty have priority in the use of computers at all times for academic purposes.**

A. Use of Computers

In an effort to make information freely available to LRC users, Pensacola Junior College asks that you not abuse the access provided to you.

1. Computers are used to:
  - a. access PJC holdings
  - b. access other educational institutional holdings
  - c. access periodicals, newspapers, reference indexes
  - d. access Internet sources
  - e. *prepare* material for coursework
2. PJC students and faculty have priority in the use of computers at all times for academic purposes.

B. Free Access

**Users must accept responsibility for learning how to use information technology.**

Limited assistance is available in the LRC. In-depth assistance is available to the PJC students in the Academic Computing Center. The college offers courses in information technology.

**Users must use resources efficiently.** The LRCs do not want to charge for printing; therefore each user should be conservative in determining what needs to be printed. Downloading to a portable storage device is one way to conserve resources. Portable storage devices are available to purchase at the College Bookstore.

**Users must accept limitations or restrictions on computing resources.** LRC Computers will not be used for commercial purposes. Use of equipment for or on behalf of external organizations or individuals not part of the mission of Pensacola Junior College is prohibited. *Educational objectives have priority over recreational uses.*

**Users must not receive or display materials that may be inappropriate for public viewing because of its objectionable or offensive nature.** This includes pornographic, racial, or sexual harassment type materials.

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**Users must abide by all security provisions** Behaviors considered to violate PJC's LRC policy with respect to computer systems and use include, but are not limited to the following:

1. "Hacking" or related behavior attempting to compromise collect computer security or the security of remote systems accessed through college equipment or systems.
2. Creating or releasing computer viruses or engaging in other destructive or potentially destructive programming activities.
3. Modifying, altering or otherwise tampering with systems hardware or software unless explicitly authorized to do so.
4. Copying for oneself or distributing to others commercial or other copyrighted software or proprietary data which has not been placed in the public domain or been distributed as freeware.
5. Use of college computers, systems and/or services to perpetrate fraud, misrepresentation or illegal activity.
6. Any act chargeable as a violation of local state or federal law, whether or not charges are brought by civil authorities.
7. Violations of the Student Code of Conduct.

**Users must cooperate as necessary.** The Student Code of Conduct will be adhered to at all times. It is at the discretion of the College and/or the LRC to maintain continued reasonable services, and in the cases of irresponsible use, the College and/or LRC may suspend user privileges. All users are expected to cooperate with investigations by College and/or LRC personnel, the Director of Student Life, and the PJC Police Department.

ANYONE ABUSING THE PRIVILEGE OF THIS FREE ACCESS/*POLICY* WILL BE REPORTED TO COLLEGE AUTHORITIES AND MAY BE REQUIRED TO FORFEIT LRC PRIVILEGES.

Parents of young children should supervise their children using computer resources in the LRC at all times. CHILDREN UNDER 15 YEARS OF AGE MUST BE ATTENDED BY AN ADULT AT ALL TIMES.

II. **KNOWN EXCEPTIONS:**

NONE

III. **AUTHORITY TO MAKE EXCEPTIONS:**

Campus LRC Department Heads

IV. **METHOD FOR CHANGING POLICY:**

Decision of Campus LRC Department Heads and Dean of Distributed Learning.

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| <b>Known Exceptions:</b> None  |              |
| <b>Authorized to Make Exceptions:</b> Consensus of LRC Department Supervisors and District Department Head, Learning Resources Services with approval of District Learning Resources Services Supervisor |              |
| <b>Method for Changing Policy:</b> Contact Department Supervisor in writing to recommend changes to bring to LRC Departmental Meeting for approval.  |              |
| <b>History:</b> Approved by Learning Resources Committee 4/29/06<br>Revised: 9/97, 2/24/98, 5/27/98, 5/7/02, 5/15/07   |              |
| <b>Authorized Signature:</b>   | <b>Date:</b> |