PIU Computer/Laptop Use Guidelines (Study Center and Library)

Appropriate Uses

- PIU computer equipment in the Study Center and Library are for use of PIU students and staff only.
- Users must sign to use a computer and indicate how intends to use it (Moodle, email, Internet search, library resources, etc.).
- Earplugs or headphones are needed to listen to any audio.
- All files (including word processing, video, music, pictures, etc.) must be saved to the person's personal thumb-drive, external hard drive or an Internet location such as Google Drive. Remove any files saved on desktop when finished. Any files found on the hard drive and desktop will be deleted without notice.
- If software or programs not on the computer or laptop are needed, see staff to arrange.
- To use instant messaging, download and install to your personal thumbdrive. Instant messaging is also available in your email and Facebook which is permitted.
- Web browsing should be done on the browser that is most secure. Google Chrome or Mozilla Firefox browsers are less likely to receive spyware than Internet Explorer. Talk with staff for assistance selecting the browser to use for a program.
- Always log out of any email or social websites to preserve your privacy. If you find that someone else forgot to log out, log out for them.
- When attempting to use social networking sites, use Facebook or Twitter. Other social network sites may tend to leave a lot of extra garbage on the computer.
- Computers function best and last longer if:
    - They do not have direct sunlight on them (this is why the Study Center keeps the typhoon shutters closed).
    - The environment should be dryer than Guam is outside. Close exterior doors immediately after opening. The air conditioners are not to be turned off. If there are dehumidifiers present, do not turn them off. The temperature is set by staff at 27C to 29C which is low enough to dry the air for the equipment.
    - Computers should not come in contact with food, liquid or dust (that is why no food or drinks in the Study Center or Library.)
    - Keep the areas around the computers clean.
- Normal black and white printing and copying costs ten cents ($.10) per copy and is paid when copies are made. Prepaid copy cards for $1.00 and $2.00 are sold in the Library and may be used at both the Study Center and Library. If pictures or graphics are printed or copied, cost may increase up to $1.00 as determined by the library staff.
- Report any technical problems with computers or programs to staff so that these can be fixed as soon as possible.

    NOTE: Failure to abide by these guidelines will result at the minimum in the loss of computer privileges.

Unacceptable Internet Use

Unacceptable student use of Internet access on PIU computers or through the PIU WIFI include, but are not limited to:

- Damaging or destroying equipment, software or data belonging to the University or others. This includes changing computer settings.

- Giving out personal names, addresses, phone numbers (or the address or phone number of the school) unless approval is obtained from staff.

- Using pseudonyms that misrepresent one's identify in any manner.

- Using obscenities, vulgarities, foul or abusive language in any Internet communication.

- Accessing and printing inappropriate materials.

- Promoting, viewing, or obtaining pornography and/or sexually explicit text or graphics. If in doubt, ask.

- Using visuals and sounds that may be offensive and/or disruptive to others.

- Plagiarizing information obtained on the Internet.

- Downloading programs from the Internet onto PIU computer equipment **without** staff approval.

- Using or "hijacking" another's email or social identity.

- Bullying another over the Internet or other destructive posts.

    NOTE: Failure to abide by these guidelines will result at the minimum in the loss of computer privileges.

Consequences of Misuse
The use of PIU computers and WIFI is a privilege granted only to those who use them responsibly. Unacceptable use will result in losing computer privileges and/or other disciplinary action as deemed appropriate by staff. The University will decide what is acceptable and unacceptable use and the decision will be final.