

STUDY CENTER GUIDELINES

What you need to know about the computers in the PIU Study Center:

- The primary purpose of the PIU computers is to support distance education class work and class work and research for on-campus classes. If there are computers available and no one is waiting to use them for educational purposes you may use them to access the web and check your PIU and personal email.
- These are not personal computers -- therefore no modification of the computers or desktops is allowed. Do not save personal files to the desktop or hard-drive. All files (including word processing, video, music, pictures, etc.) must be saved to the student's personal thumb-drive, external hard-drive or an internet location such as Google Drive. Any personal information found on the hard drive will be deleted without notice.
- We do not permit instant messaging software on the hard-drives of these computers. Do not install such programs. If you want to use instant messaging, download and install the software to your personal thumb-drive. Instant messaging is also available in your email and Facebook which is permitted.
- We prefer that all web browsing be done on the browser that is most secure. Google Chrome or Mozilla Firefox browsers are less likely to receive spyware than Internet Explorer. Internet Explorer is available for the occasional site that does not fully support Firefox or Google Chrome. Use it only for those sites.
- Always log out of any email or social websites to preserve your privacy. If you find someone else forgot to log out, log them out.
- Do not attempt to use the browsers on the computers to access MySpace or other social networking sites other Facebook or Twitter. MySpace and other social network sites may tend to leave a lot of extra garbage on the computer. Use a browser residing on your personal thumb-drive if you want to any other social networking site.
- Computers function best and last longer if: they do not have direct sunlight on them (thus we keep typhoon shutters closed), the environment should be dryer than Guam is outside. Therefore, the air conditioners are not to be turned off. If there are dehumidifiers present, do not turn them off. The temperature is set 27°C to 29°C which is low enough to dry the air and cool enough for the equipment. Computers should not come in contact with food crumbs, liquid, or dust (thus no food or drinks in the study center -- keep the areas around the computers clean).
- Do not touch the computer screens. They are very sensitive to pressure and a finger or pencil touching the screen can leave a permanent mark.
- These computers are reserved for use by PIU students and staff.

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

The PIU Study Center will be open Monday-Friday from 1:00-5:00 p.m. (this has been the reality for several years)

Unacceptable Internet Use

Unacceptable student use of the Internet access computers include, but are not limited to:

- 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 identity in any manner.
- Damaging or destroying equipment, software or data belonging to the college or others. This includes changing computer settings
- 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.
- Using visuals and sounds that may be offensive and/or disruptive to others.
- Plagiarizing information obtained on the Internet.
- Downloading programs from the Internet without staff approval.
- Using or "hijacking" another's email or social identity.
- Bullying another over the internet or other destructive posts.

Consequences of Misuse

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