PUBLIC COMPUTER USE POLICY

PURPOSE

The mission of the James and Abigail Campbell Library at the University of Hawaiʻi - West Oʻahu (UHWO) is to provide excellent, user-centered service in meeting the information needs of students, faculty and staff. Our goal is to provide users with access to knowledge and to maintain a comfortable and safe learning environment.

The Library provides computer equipment for users to access information resources. This policy refers to computers in public (non-staff) areas.

POLICIES AND GUIDELINES

The following policies and guidelines shall govern the use of the Library for all users:

- o [UH Systemwide Use and Management of Information Technology Resources](#)
- o [James and Abigail Campbell Library's Acceptable Use Policy](#)

DEFINITIONS

- ➢ **Priority User**: University of Hawaiʻi (UH) students and other affiliated UH users have priority for accessing e-resources and using library computer equipment. Non-affiliated users may be asked to give up computers to UH students at any time. Any user may be asked to show valid UH identification.
- ➢ **Affiliated UH User**: An individual who has received a temporary (e.g. visiting scholar) or long-term (e.g. employee, faculty, research associate) *UH Community or Research User Card*.
- ➢ **Designated Computers**: Some Library computers are designated for specific purposes. Rules are posted adjacent to these computers.

TERMS OF USE

The Library prioritizes computers and related equipment use to priority users who are accessing information resources for educational, instructional, and research needs. Users must:

- o Respect the rights of others.
- o Respect software and database licensing, as well as contractual agreements.
- o Abide by all Library and University policies.

- o   Not use equipment in an unsafe or harmful manner.
- o   Not damage equipment or facilities.

PROHIBITED USE

The following are considered unauthorized computer use:

- o   Knowing or carelessly performing an act that will interfere with the normal operation of computers, peripherals, or networks
- o   Attempting to circumvent data protection schemes or uncover security loopholes
- o   Using the network to gain unauthorized access to any computer system
- o   Masking the identity of an account or machines (e.g. sending mail anonymously)
- o   Attempting to monitor or tamper with electronic communications of other users
- o   Reading, copying, changing, or deleting files or software of other users
- o   Installing or uploading software programs or graphics
- o   Using a computer account or online account that you are not authorized to use

It is also UH policy that:

- o   Displaying sexually explicit images or sounds may create a hostile environment and could constitute sexual harassment
- o   UH resources are intended for institutional purposes and may not be used for private gain
- o   Users must observe all laws relating to copyright, trademark, export, and intellectual property rights

POLICY VIOLATIONS

The Library reserves the right to deny access to any user who violates this policy or who uses UHWO technology resources to violate other duly established policies or laws.

REVISED: MAY 17, 2018