

Computing Facilities in the ILC Regulations and Policies

The policy has been established with the assistance of the Computing Support and Information Technology Department and reviewed by the Library Committee.

Purpose of the Policy

The Information & Learning Commons operates and maintains computing facilities for enrolled students and staff. The purpose of this policy is to outline user responsibilities for the appropriate use of these facilities.

Service Priorities

- ILC computing facilities are to be used by CITY College students and staff members for educational, instructional, research and administrative purposes.
- Assigned class work and instruction have priority over personal use of the computing facilities. Users doing "recreational" computing must free the computers if requested to do so by the Computing Support & IT staff or by the ILC staff.
- When available, ILC computing facilities may be used by external visitors for educational and general research purposes.

Guidelines for Responsible Use

- Accounts must be used ONLY by the authorized user. Users are responsible for the proper use of their account and any activity conducted with it. Therefore, sharing accounts or passwords is not permitted.
- Users must always remember to log off when they have finished their work on the computing facilities.
- Copying, storing, displaying, distributing or digitizing, copyrighted material using the College systems or networks without the express permission of the copyright owner, except in cases allowed under the copyright law, is strictly prohibited. Repeat infringements of copyright law by a user may result in termination of the user's access to computing facilities.
- Email, is private. Attempts to read another person's email is not permitted.
- Computer manuals, CD's and supplies must not be removed from the ILC's Multimedia Lab or the PCs Working Areas.
- Failure to comply with the above policies will be considered a violation and might lead to temporary or permanent suspension of computing privileges, and further College disciplinary action.