MALAWI INSTITUTE OF JOURNALISM

LIBRARY COMPUTER USE POLICY

Last Updated: 10th June, 2022

Library computers are provided to support the education, research, and public service mission of the College. They are not provided for casual entertainment, commercial uses, profit-making use or other uses not related to the academic mission of the library and the College.

MIJ students, faculty and staff have priority use of the computers. If you need help logging in into the **E-Learning portal**, please ask for assistance at the library service desk.

1.0 PROHIBITED ACTIVITIES

1.1 Activities that are prohibited include, but are not limited to:

- Commercial use and personal business interests
- Misuse, or abuse of information technology resources
- Making information technology resources inaccessible or compromising the integrity there of through malicious destruction or alteration
- Compromising the security, rights, or privacy of the college, people, or their information technology resources
- Transmitting information that promotes personal political beliefs, violates college discrimination policies, or promotes unlawful activities
- Illegal reproduction of music, movies or other copyrighted material

1.2 CONTROVERSIAL CONTENT

The computer lab is accessed by all students at The Malawi Institute of Journalism. Some materials accessed on the Internet may be considered controversial, offensive, or inappropriate. MIJ asks users not to access, or transmit, images, sounds, or messages that could create an atmosphere of discomfort, harassment, or intimidation for others using MIJ computing resources.

2.0 GENERAL LAB RULES

The computer lab is intended to be quiet study environments.

Users are encouraged to:

- Avoid excessive noise, keeping the level of conversational noise at a minimum

- Turn off or set cell phones to vibrate

- Take cell phone conversations outside the lab

- Use headphones any time music is played for educational purposes

1. IT resources provided by MIJ (computer labs equipment, software, services etc.) must only be used for academic purposes.

2. Use of labs for hacking, cracking, spamming, scamming or any action that may lead to criminal charges is strictly prohibited.

3. IT resources should always be used by authorized users, that is, the students themselves (not by people not associated with MIJ, such as friends or relatives). Users should provide their student ID or any other proof of their student status.

4. It is strictly prohibited to share your ID with other students or friends. If you are caught doing this, you will be suspended for the rest of the semester.

5. Downloading, copying or communicating illegal or copyright protected material is strictly prohibited.

6. Each user may only use one computer at a time **(ONE HOUR).**

7. Hardware and software are not to be moved or reconfigured without approval. Consult with the ITC personnel to access the need

8. The lab door should be always open

9. If you notice any equipment malfunctions please report them immediately to the ITC Personnel

10. Logout of any site visited before leaving the lab or your session may remain active for the next student who uses the lab.

The following are not allowed in the academic labs:

Food or drink

3.0 SANCTIONS

3.1 Students

Student users who violate this policy, who misuse or abuse any computing or network facility, or who commit any prohibited act described above, will be dealt with in the same manner as violations of regulations and policies, and may result in disciplinary review as described in the Student Handbook. In such a review, the full range of disciplinary sanctions are available, including:

- Permanent loss of computer use privileges

- Dismissal from the college

- Legal action

MIJ does not take responsibility for any actions taken by users that violate the rules mentioned in this document. Violation of any of the above rules may result in disciplinary action and the loss of lab privileges. Rules cannot cover every aspect of human behavior, therefore, in any case that you are not sure what to do, please refer to the ITC staff for assistance.

All computer use must be in accordance with MIJ Policies, and other laws such as;

- American Library Association Access to Electronic Information, Services and Networks

- Federal Protection of Children Act, 18 U.S.C., Section 1465, or New Mexico

law prohibiting the display of sexually explicit matters in an establishment frequented by children.

- USA Patriot Act of 2001 – 50 U.S.C., Section 1862

- US Copyright Act of 1976

- Copyright act 2016

- Censorship and control of entertainment act 1989