

# **Community Patron Computer Access Policy**

## **Purpose**

The purpose of this policy is to delineate the specifics of community patron computer access at St. Cloud State University. The process was created to provide community patrons with access to a greater number of computer resources, while also addressing Minnesota State security concerns for greater accountability in such use.

## **Policy**

This policy applies to community patron use of computing resources in the James W. Miller Learning Resource Center at St. Cloud State University. Patrons requesting access must complete the University Library Community Patron UserID Request form located at the Miller Center Circulation Desk, HuskyTech support and present a valid passport or U.S. state-issued photo ID with expiration date (such as a driver's license), at the time of application. Minors (under age 18) must have their parent or legal guardian complete this form as the requestor and responsible person.

## **UserID, Password, and Use**

UserIDs, passwords, and other types of authorization are assigned to individual users and should not be shared with others. If this UserID is shared or the password divulged to anyone, the individual assigned this UserID may lose all computing privileges and may be held responsible for any actions that arise from the misuse including, but not limited to, any potential legal action. Use of this UserID and all computing resources at SCSU is subject to all applicable federal and state laws, university policies and contracts.

## **Data Collection, Retention, and Use**

Stored data may include, but are not limited to, login date/time and logoff date/time and Web browser bookmarks, cache and cookie files. Data may be reviewed for purposes of licensing, service improvements, and investigating potential misuse. Access to and retention of information about individuals is subject to all applicable federal and state laws, university policies and contracts.

## **Computing Services Provided**

Community Patrons are provided access to Internet Explorer or Microsoft Edge and MS Office Suite ( Word, Excel, PowerPoint and Access) on computers located in the James W. Miller Learning Resources Center (library). Software availability is limited by existing contracts with respective software vendors. This service does **not** include St. Cloud State University-provided e-mail and file storage, customized desktop or program settings or access to the campus network and Internet through a personal computer.

## **Limits on Use**

Community patron's accounts are limited to a maximum of four hours of use per day, with an aggregate total of 12 hours per week, defined as Sunday through Saturday.

## **Expiration and Renewal**

All community patron IDs are active for the calendar year in which they were assigned. As of January 31 each year, the previous year's accounts will expire. A new account must be requested each year.

## **Computer Use by Minors**

St. Cloud State University does not employ filtering software or content blocking of any material found on the Internet. Parents and legal guardians should be aware that during the course of Internet use, patrons (including minors) may encounter material which could be considered objectionable or offensive. Parents and legal guardians are solely responsible for educating and monitoring the activity of a minor in their legal custody and are responsible for all activity that a minor takes during use of computing resources. Additionally, all applicable policies related to use of library resources by a minor do apply. A copy of the Policy on Use of the Miller Center Facilities and Resources by Minors can be obtained from the circulation desk, located on first floor of the Miller Center.