Policy: **Appropriate use of technology**

Applies to: AD/BD/All students & visitors

Approval & Responsible Individual: Board of Governors

Reference information: U. of T. policy *"Appropriate Use of Technology"*

Policy

It is the policy of Knox College that technology shall be used appropriately.

Knox College is a theological college federated with the University of Toronto. As such, Knox College adheres to the University of Toronto's policy *"Appropriate Use of Technology",* and *"Inappropriate Use of Information and Communication Technology"*.

"Appropriate Use of Information and Communication Technology" includes statements on the following:

- Freedom
- Privacy

"Inappropriate Use of Information and Communication Technology" includes statements on the following:

- Unauthorized Use
- Authorization of Access
- Discrimination and Harassment
- Pornography
- Unauthorized Disclosure of Information
- Copyright, Trademark and Intellectual Rights Violations
- Plagiarism
- Criminal Activity

A list of University of Toronto Reference Documents concludes these policy statements. The complete policies are accessible on-line from the University of Toronto's Home Page.

Computers in Caven Library

The Library is equipped with a number of computers which are configured in different ways. There are several complete workstations (with Internet, word processing and a printer attached). Other computers offer word processing and are not connected to the Internet. Each computer lists in the upper right hand corner of the monitor the various functions available on that particular machine.

Computer Users

Caven Library computers are intended to serve the research needs primarily of the Knox College community including Knox students, faculty, staff and residents. The Library also welcomes users from its other constituencies, namely: the Toronto School of Theology, the University of Toronto, and all members of The Presbyterian Church in Canada. Researchers from the general public are also welcome.

Intended Use

Computers in the Caven Library Reading Room are intended to be used for purposes of research, catalogue searching, and other computer related work in accordance with the University of Toronto policies relating to appropriate and inappropriate use of information and communication technology.   To that end, Caven Library provides the following:
- Computers connected to the Internet, some with printers attached
- Stand-alone computers not connected to the Internet
- Wireless technology

Library policies applicable to all public use computers are:

1. Computer settings must not be changed. Such settings include the computers' display, language, screensavers or any other change, either permanent or temporary, to the computers. Suggestions for improvements to the computers are welcome to be brought to Library Staff.

2. The downloading of software and programming are prohibited.

3. Users are asked not to save their work to the Library's computers. Such work will be deleted.

4. Where e-mail access from Library computers is available, use may be limited to 15 minutes or less if the computer has been requested for research or catalogue searching. Catalogue searching takes precedence over other forms of research. If requested, users can be asked to relinquish the computer in favour of a user wanting to search the UT Catalogue. In any case, Library staff reserves the right to ask users to relinquish a computer to allow others a fair share of computer use time.

5. No food or drinks are allowed at the computers.

6. The cost for printing from any Reading Room computer is 15 cents per page.

Users are also welcome to use their lap top computers in the Reading Room connecting them to the electrical outlets available. Extension cords are available from the Library Office if required.