

 HEALTH SCIENCES LIBRARY & INFORMATICS CENTER	Policy: HSLIC Public Computing External <input checked="" type="checkbox"/> Internal <input type="checkbox"/>	Policy # Date Approved: 02/07/2018
	Submitted by: Tim Mey Approved by: OMT	Date Reviewed: 02/26/2018
		Date Revised: 02/26/2018

Purpose/Objectives:

To govern the use of desktop computers provided by the library for the benefit of HSC and UNM students and employees and community members with no university affiliation.

Scope of Policy:

This policy applies to three categories of public computing users:

1. HSC students, faculty, and employees
2. UNM students, faculty, and employees
3. Community members with no active UNM affiliation

Policy/Procedure:

Before logging on to a public computer, all users must acknowledge the provisions of the HSLIC Acceptable Use Statement:

These computers are intended primarily for health-related research and education. If others are waiting and your usage is not related to health research or education, you may be asked to vacate the workstation. By using this computer you acknowledge UNM Policy 2500: Acceptable Computer Use. This policy establishes that use of University computing services is a privilege. This policy establishes acceptable conditions of use and specifically prohibits certain activities, including possessing or distributing obscene or pornographic materials; sending commercial or personal advertisements, solicitations or promotions; or for any unauthorized or unlawful purpose. Read the policy for the complete list of prohibited activities.

Given the nature of a public computing environment, users should have no expectation of privacy in terms of what displays on monitors or associated printers. For their own identity protection, users should log off the computer when they are finished using it.

Users are encouraged to save any downloaded or working files in cloud storage (e.g., Dropbox, Google Drive, iCloud, etc.) or on a portable USB storage device. Once a user logs off of the computer, all data files that have been opened or saved to the computer will be deleted from the computer in anticipation of the next user.

A few minutes before the library closes, HSC IT has configured all public computers to alert users that the computer is about to automatically shut down and that they should save their work accordingly.

The Library reserves the right to ask users to leave the premises if they misuse computing resources, violate HSLIC's Acceptable Use Statement, or are disruptive to patrons or staff. Repeat violations will result in temporary or permanent termination of computer use privileges for the offending individual.

HSLIC is responsible for specifying the software installed on the public computers. Public computers are updated and maintained by HSC Information Technology (HSC IT). Any HSC student or faculty member may request that specific software be installed on all or some of the public computers by submitting the request in writing to the Service Point. HSLIC faculty or staff (depending on the nature of the request) will assess the request, and if approved, coordinate with HSC IT for installation.

User-specific policies and procedures:

1. HSC students, faculty, and employees
 - Have active HSC Net IDs.
 - May login to any public computer, other than those designated for community members.
 - May use a public computer any time the library is open for as long as desired.
2. UNM students, faculty, and employees
 - May request a generic login from the Service Point staff.
 - Must provide their university credentials—Service Point staff will verify active status.
 - May login to any public computer, other than those designated for community members.
 - May use a public computer any time the library is open for as long as desired.
3. Community members
 - May request a community computer pass from the Service Point staff. Must complete an account request form, show a government-issued photo ID, and agree to HSLIC's terms of use.
 - Once approved, Service Point staff will create a unique login credential for the user that may be used on the designated computers only.
 - Passes will be valid for up to one year, during which the user may login to designated computers without having to check in at the Service Point.
 - Sessions are limited to one hour per day per user.
 - Computers are available on a first-come, first-served basis, and shut down at 6:00pm nightly.

References:

External Reference(s):

- Health Information Portability and Accountability Act of 1996
<http://www.hhs.gov/hippa/index.html>

Internal Reference(s):

- UNM Administrative Policies and Procedures Manual
 - Policy 2240: Respectful Campus
<https://policy.unm.edu/university-policies/2000/2240.html>
 - Policy 2500: Acceptable Computer Use
<https://policy.unm.edu/university-policies/2000/2500.html>
 - Policy 3780: Sexual Harassment
<https://policy.unm.edu/university-policies/3000/3780.html>
- UNM Student Code of Conduct:
<http://policy.unm.edu/regents-policies/section-4/4-2.html>

- UNM Visitor Code of Conduct
- <http://pathfinder.unm.edu/visitors-code-of-conduct.html>
- Health Information Portability and Accountability Act of 1996
<http://www.hhs.gov/hipaa/index.html>
- This policy supersedes HSLIC policies *Public Workstation Use* (dated 20140515) and *Public Workstation Curricular Software Changes* (dated 20140415)