



## Texas Wesleyan University Information & Communication Technology

### Texas Wesleyan University Library Wireless Network Card Use

Texas Wesleyan University students, faculty and staff are able to access a wireless network via their personal laptops while visiting the first and second floors of our library. With an easily installed library wireless card you can access the Internet and the many important resources our library has to offer. Our wireless library network allows you to move freely about the library and still be connected to the Internet, the library catalog, and other library resources. No cables, plugs, or jacks are required!

#### Using your personal laptop in the Texas Wesleyan Library

When you wish to attach your personal laptop to the library wireless network please follow the following procedure:

1. During normal library hours, check in at the library counters on the first floor.
2. Present your Texas Wesleyan student, faculty or staff ID card.
3. Sign the Texas Wesleyan University Wireless Network Usage Policy form (**see attached form**). You must return the wireless card within three (3) hours or you will be assessed an overdue fine of \$10 per 30 minutes additional time. Loss of the wireless card will carry a fine of \$100.
4. Library personnel will issue you one of eight (8) wireless cards and help you install/configure your laptop for this device. The wireless card installation procedure is very easy and should cause no damage to your personal laptop. After the first installation of a library wireless card, your laptop will be configured for future connectivity. Configuration is only secured one time. When your work is completed or your time limit is up, please return your laptop to the library counter. Library personnel will remove and check in the borrowed wireless card.

**Note:**

**Please remember to protect and keep your laptop in sight at all times.**

**If you have any questions or technical difficulties, please see your library personnel.**

**You will not be able to access university library printers while using the wireless network.**

**Save files to your laptop for subsequent printing.**

**Remember, that the wireless network is only accessible on the first and second floor.**

It's that simple! In the future the wireless network will be extended to include the entire campus so that students, faculty and staff can use their laptops in a roaming fashion.

## Texas Wesleyan University Wireless Network Usage Policy

Texas Wesleyan University's library provides wireless Ethernet connections in support of the educational mission of TWU. Using the network at TWU is a privilege. As such, it is the responsibility of each patron to use these services appropriately and in compliance with all University, City, County, State and Federal regulations. The following policies are for use of the Texas Wesleyan University library Network. These policies are in addition to TWU's Acceptable Use Policy, are not all-inclusive, and may be modified at any time.

- The TWU library network is a shared resource. Thus, using excessive bandwidth for extended periods of time and inhibiting the use of network resources by others may result in termination of network services.
- Digital reproduction and distribution of copyrighted materials is against federal law. Anyone found distributing (sharing) such material, including copyrighted music, digitized video from copyrighted motion pictures, copyrighted software, etc.) is subject to termination of network services.
- Attempts to circumvent or defeat any mechanism put in place by TWU to manage the network will be subject to immediate termination of network services.
- The TWU library network services, devices and wiring may not be modified or extended beyond the area of their intended use.
- The TWU library network may not be used for any commercial purposes or used to provide Internet or TWU network access to anyone outside of the TWU community for any purpose.
- Forgery or other misrepresentation of one's identity via email or any other form of communication is a violation of University Policy. This includes forging IP addresses or Ethernet adapter addresses to conceal your computer's identity.
- Any unauthorized attempt to access another computer (on or off campus) is prohibited. Attempts to access other computers will result in the immediate disconnection of the suspected network connection until the matter has been resolved.
- Texas Wesleyan University assumes NO responsibility for costs associated with loss or damage to a patron's personal laptop computer and its associated peripheral equipment.

I have read and accept the following rules as stated in the policy above.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Library Staff Member \_\_\_\_\_ Date \_\_\_\_\_