Computer Labs Responsible Use
Policy #06.A – 06.A.4
Approved: 03/01/04

06.A. Policy

The goal of this policy is to provide guidance in the proper use of the Open Computer Labs available for Adams State College (ASC) students.

Authority

This policy was reviewed and approved by the Cabinet on March 01, 2004.

06.A.1. General Guidelines

06.A.1.a. Adherence - The users of instructional computing resources at ASC are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of these resources may result in litigation against the offender by the proper authorities. If such an event should occur, the college will fully comply with the authorities to provide any information necessary for the litigation process.

06.A.1.b. Conduct - Malicious, destructive, or illegal conduct in the labs or failure to comply with this policy will result in the loss of lab privileges, legal action, or other disciplinary action, subject to normal college procedures as described in the Student Handbook. Use of college instructional computing resources is a privilege, which may be revoked. Such revocation may be temporary, if such action is deemed necessary for the successful management and operation of the facilities, or permanent through the normal college disciplinary process.

06.A.1.c. Damages - Users are responsible for any damages resulting from their failure to comply with these guidelines. Such damages include the cost of hardware, software, and/or college staff time spent recovering from any unauthorized activity.

06.A.1.d. Software and Hardware - are provided for college-related work only, and should not be used for work outside the teaching, learning, and professional mission of the college.

06.A.1.e. Copyright - Users assume responsibility for and are required to comply with all copyright and software licensing requirements. Users may NOT make illegal copies of software licensed to the college. Users may provide their own legal software, but may NOT modify the hard disks on college-owned computers.

06.A.1.f. Modifications - Users must not attempt to modify any system configuration or facilities, nor attempt to subvert the restrictions associated with their use of accounts and/or software.
06.A.1.g. **Encroachment** - Users should not encroach on other’s use of computing resources. Such encroachment shall include, but is not limited to, creating a disturbance, displaying offensive material on lab equipment, or otherwise interfering with others’ use of the lab.

06.A.2. **Lab Use**

06.A.2.a. **Location** - The equipment, software, and networking resources located various places on campus are available for use during open hours by registered students, staff, and faculty of ASC. The computer labs web site provides a current list of facilities, resources, and hours of availability ([http://student.adams.edu/howtos/labs/index.html](http://student.adams.edu/howtos/labs/index.html)).

06.A.2.b. **Access** - Users access lab systems through their college computer accounts (username and password). All registered students automatically receive an account. Faculty and staff may request an account by contacting Computing Services (CS).

06.A.2.c. **Closing** - Users should observe the posted closing times, and also vacate the lab at non-posted times when requested to do so. All users should leave prior to the posted beginning of a scheduled class, unless otherwise permitted by the instructor.

06.A.2.d. **Closed for Maintenance** - Scheduled lab maintenance times are posted in the labs; students must vacate the labs during these times.

06.A.2.e. **Notices** - Users will comply with guidelines posted in the labs (e.g. no smoking, eating, drinking, and chewing).

06.A.3. **Securing Equipment**

06.A.3.a. **Cables** - All open-access labs must provide security cables on machines, mice, keyboards, printers, and other peripherals.

06.A.3.b. **Authorized Access** - All open-access computer labs must prohibit unauthorized access to machines through an authenticated login to a CS provided server. Additional security may be added by restricting the user level of the machine’s OS, using advanced file systems such as NTFS (Windows), employing file rights and file attributes, and other security methods and applications to safeguard information and configuration.

06.A.4. **EMAIL/Internet guidelines** - Once a user receives a computer account to be used to access the network and computer systems on that network, they are solely responsible for all actions taken while using that account.
Please refer to the following policies for further guidance:

- Electronic Communications - #01.C; pg 8
- Student Web Pages - #12.D; pg. 67
- Acceptable Use - #01.A; pg. 1
- Account Use - #01.B; pg. 5
06.B. Purpose

This policy defines who may use the general access computer labs and classrooms located on the ASC campus; describes the procedure to reserve these facilities, and explains charges associated with such use.

Authority

This policy was reviewed and approved by the Cabinet on March 01, 2004.

06.B.1. Available Facilities – Facilities and their permitted uses are effective beginning with the Fall 2003 semester, and are reviewed in April of each year to be effective the following academic year. General access computer labs and classrooms covered by this policy are listed as follows:

<table>
<thead>
<tr>
<th>Name of Lab</th>
<th>Building and Room Number</th>
<th>Use Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ada Lovelace</td>
<td>Rm 235 - Math and Science</td>
<td>1,2,3,4</td>
</tr>
<tr>
<td>Alan Turing</td>
<td>Rm 234 - Math and Science</td>
<td>1,2,3,4</td>
</tr>
<tr>
<td>Large Business</td>
<td>Rm B115 - Business</td>
<td>1,2,3,4</td>
</tr>
<tr>
<td>Small Business</td>
<td>Rm B117 - Business</td>
<td>1,2,3,4</td>
</tr>
<tr>
<td>Charles Babbage</td>
<td>Rm 232 - Math and Science</td>
<td>1,2,3,4</td>
</tr>
<tr>
<td>College Center Lab</td>
<td>Rm B102 - College Center</td>
<td>4</td>
</tr>
<tr>
<td>Joel J. Jensen Lab</td>
<td>Rm 206 - Library</td>
<td>1,2,3,4</td>
</tr>
<tr>
<td>Rowley Lab</td>
<td>Rm B102 – ES</td>
<td>1,2,3,4</td>
</tr>
<tr>
<td>Writing Studio</td>
<td>Rm 209 of the ES</td>
<td>1,2,3,4</td>
</tr>
</tbody>
</table>

Categories-of-Use

1. Scheduled credit classes
2. Reservations for student or employee training
3. Other College sponsored activities
4. General open access with valid ASC computer account

06.B.2. Priorities - Category numbers also represents the priority assigned to that particular category of use. For example, Category-1-Uses (regularly scheduled classes) take precedence over Category-2-Uses (facility reservations for training sessions with students or employees). However, all categories of use are not permitted in all facilities (see Section 06.B.1 above).

06.B.3. Other - Uses that do not fall into an approved use category are not allowed. Outside agencies desiring access to the facilities should seek sponsorship through the Office of Academic...
Affairs. Fees in addition to those specified under this policy may apply, depending on the particular sponsoring program.

06.B.4. **Reservations** - Scheduled credit classes (Category 1) are reserved through the individual school/office with the exception of the ES-238 lab, which is scheduled through the CS Helpdesk. Advance notice adequate to allow publication of course availability is required. All other uses are arranged on a first-come first-served basis by contacting the Guest Services Office [see (insert website link) for contact and cost information](#). Such reservations may be made in advance, but not prior to the establishment of the regular schedule of credit courses and with at least one week's advance notice.
ResNet
Policy #06.C – 06.C.4
Approved: 03/01/04

06.C. Purpose

Personally owned computers hooked to ASC ResNet are guided by the principles called out in the campuses Acceptable Use Policy (Policy #01.A; pg #1) and are subject to the same disciplinary measures.

Authority

This policy was reviewed and approved by the Cabinet on March 01, 2004.

06.C.1. Hardware Tampering - Each room has a single data port that is used to provide the Internet connection to your computer. Tampering with these ports may render them inoperable for the room and, in certain cases, may impact the entire ASC ResNet network. Modifying the in-room data ports or any network wiring or hardware is not allowed.

06.C.2. Game Playing - Game playing is, of course, allowed on personal computers. A problem arises, however, when playing games that allow multiple players to play a game over a network connection. If such games are causing congestion of the ResNet bandwidth, they violate the ASC Acceptable Use (Policy #01.A; pg1).

06.C.3. File Sharing/Web Server/FTP Server - Both Mac and Windows operating systems allow you to set up your machine to share files. Students are allowed to load programs that allow their machine to function as a web server or ftp (aka - file-transfer protocol) server. If a student chooses to do any of these, or anything similar, which shares files the student is responsible for the security of the system. If a student reconfigures file sharing, for example, others may be able to affect and alter the computer. The student, alone, is responsible for what occurs on their machine.

06.C.4. Violations - In the case of repeated violations to the Acceptable Use Policy (Policy #01.A; pg 1) or the above items you may be disconnected from ResNet either temporarily, or permanently, depending on severity and repeated violations.

Related Policies

Acceptable Use - #01.A; pg. 1
SmartClassrooms
Policy #06.D – 06.??
Approved:

06.D. SmartClassrooms

To Be Developed by the Academic Instructional Technology Committee (AITC) committee during 2004.