Computer Lab Policy

ROWAN UNIVERSITY POLICY

Title: Computer Lab Policy
Subject: Information Resources and Technology
Policy No: IRT:2015:02
Applies: University-Wide
Issuing Authority: Senior Vice President of Information Resources and Technology and Chief Information Officer
Responsible Officer:
Adopted:
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I. PURPOSE

Rowan University offers a wide array of computing, networking, and instructional resources and services to members of the university community. Computer labs provide a learning environment that supports teaching and learning at Rowan. This document contains Academic Technology policies and procedures and also outlines responsibilities of those who use computing and instructional facilities or support at the University. These policies are designed to enable high-quality services and maximize productivity while protecting the rights of all members of the community.

II. ACCOUNTABILITY

Under the direction of the President, the Chief Information Officer and the University's Director of Information Security shall implement and ensure compliance with this policy. The Executive Vice President for Administration and Strategic Advancement, Provost, Vice Presidents, Deans, and other members of management will implement this policy.

III. APPLICABILITY

This policy applies to all Rowan open computer labs.

IV. DEFINITIONS

Open Computer Lab - A non-schedulable, IRT regulated computer space for students.

V. POLICY

1. Student Policies
    a. No food or beverages are permitted.
    b. Cell phones are to be turned off or set to "vibrate" mode. Cell phones should be used outside the open lab area.
    c. Open labs are reserved for academic use only. Use of lab computers for personal email, non-academic printing, instant messaging, playing games, listening to music, etc. is not permitted. Students are to use the Internet in accordance with (to be determined-tm).
    d. Printing is limited to academic use only. Students abusing printing privileges will be notified. Persistent violations will result in enforced printing limits.
    e. Technical support requests are to be emailed to atsupport@rowan.edu. Requests will be reviewed and addressed by Academic Technology according to priority.

f. Students are prohibited from moving, modifying, or tampering with lab hardware. Students are not permitted to install or remove peripherals (power cords, monitors, mice, keyboards, hardware devices) without expressed written consent from Academic Technology.

g. Students are not permitted to install or remove software without expressed written consent from Academic Technology.

h. Personal headphones and flash media drives are permitted. Rowan University open computer labs do not support floppy or Zip disks.

i. Moving or tampering with any cameras or security devices in computer labs will lead to immediate disciplinary action.

j. Computers in open labs are not to be left "locked" or unattended for more than 10 minutes. Students waiting to use a computer in an open lab have the right to reboot a computer that has been left locked or unattended for more than 10 minutes.

k. Academic Technology reserves the right to remove or delete any unapproved software or hardware from open lab computers. Students requiring special software should contact Academic Technology before installation.

l. Academic Technology reserves the right to remove or delete any data stored locally on any computer in open labs. Computers may be reformatted or reimaged without prior notice.

m. It is recommended that students use networking storage or CD-RW media or flash drive to store and transport files and data.

2. Computer Replacement
   a. Open computer lab equipment is on a replacement cycle of about 4 years. Computer equipment is generally replaced during the fall semester.

3. Responsibilities
   a. Students are responsible for taking reasonable safety precautions in regard to Rowan-owned computer equipment. They will be held responsible for damage to such equipment arising out of their negligence or intentional misconduct. While Academic Technology is responsible for monitoring the use of computer systems, it is also the responsibility of all individuals in the Rowan community to encourage their peers and colleagues to use computer and instructional systems appropriately. This is the only way that the integrity and availability of these systems can be ensured for everyone. Each member of the community is responsible for using only those accounts or computers for which he or she has authorization and is responsible for protecting all passwords. Individual responsibility includes respecting the rights of other users. Individuals are urged to report unauthorized use of computers, networks, or other instructional facilities on campus by calling the Director of Academic Technology or notifying the Vice Provost of Information Resources.

4. Software
   a. Academic Technology maintains all computer-related equipment in the Open Computer Classrooms. Academic Technology will install and maintain software according to the ubiquitous computing specifications of Rowan computer labs. Faculty requiring special software for classroom use should complete the "Technology Classroom Software Request" form at the Academic Technology Web site at the beginning of each semester.
      i. Open Computer Classroom computers are maintained by Academic Technology. See *Reporting Critical Service Disruptions During an Academic Year,* for support policies and procedures.
      ii. Hours for Open Computer Classrooms vary. See IRT website for more detailed information.

5. Legal Compliance
   a. All existing federal and state laws and university regulations and policies apply to the use of computing and instructional resources and all users of such resources are required to be in compliance with all laws, regulations and policies at all times. This includes not only those laws and regulations that are specific to computers and networks, but also those that apply generally to personal conduct

6. Copyright on Digital Information Systems
   a. Individuals using computers and networks ("Digital Information Systems") at Rowan are responsible for complying with copyright laws and university policies and procedures regarding use of the Digital Information Systems. The university reserves the right to deny, limit, revoke, or extend computing privileges and access to the Digital Information Systems in its discretion. In addition, alleged violations of this procedure, Rowan's policies regarding use of the Digital

Information Systems, or other policies of the university in the course of using the Digital Information Systems may result in an immediate loss of computing privileges and may also result in the referral of the matter to the university's [judicial system] or other appropriate authority.

7. Campus Policies on mp3 Downloads and Distribution

   a. Rowan University policy prohibits the distribution of unauthorized MP3's. The University is subject to legislation, and inspection of its servers and sites by such groups as the RIAA (Recording Industry Association of America). These groups are authorized to act on behalf of their member companies in matters involving the infringement of their sound recordings, including enforcing their copyrights and common law right on the Internet.

   b. Users found distributing or storing MP3's on university servers and shares may be subject to disciplinary action as stated in the University Computer Use Policy. The person could also face criminal charges, state or federal, due to infringing activity on state-owned servers and workstations.

   c. If someone is found liable to copyright infringement, federal law provides for civil remedies that may include substantial monetary payment, injunctive relief and liability for attorney's fee incurred in bringing an action. Criminal penalties may be imposed if someone willfully infringes a copyrighted work, even if no profit is derived from the activity.

By Direction of the CIO:

Mira Lalovic-Hand,
SVP and Chief Information Officer