

## **COMPUTER LAB**

The computer lab is available during normal business/administrative hours on a first-come, first-served basis. Computer usage assistance is provided by the computer lab assistant upon request. Multimedia equipment may be checked out by the Computer Lab Assistant or the Director of Information Technology (subject to availability).

The Student Computing Facility has twenty personal, Internet-connected computers with printers in an open-lab setting for student use. The lab is open to students and visitors Monday through Saturday from 10: 00 AM until 5: 00 PM.

### **Admission to Computer Lab**

Admission to Computer Lab is restricted to

- Currently registered students
- Staff and Faculty
- Members of the public with valid accounts (required to use the facility). Please contact the Library or Reformed University to make arrangements for a Library account.

### **Network Administration**

The Reformed University Information Technology Department administers the Reformed University network. These administrators are responsible for protecting the rights of users, setting policies consistent with those rights, and publicizing those policies to their users. They have authority to control or refuse access to anyone who violates these policies or threatens the rights of other users, and they will make reasonable efforts to notify users affected by decisions they have made.

### **General Rules and Conditions**

It is the policy of Reformed University to maintain access to local, national, and international networks for the purpose of supporting its fundamental activities of instruction, research, and administration. Users of the network are to take the necessary measures to safeguard the operational integrity of the systems and the accessibility to other users. No one shall use any University computer or network facility without proper authorization. No one shall assist in, encourage, or conceal from authorities any unauthorized use, or attempt at unauthorized use, of any of reformed university's computers or network facilities.

Users must adhere to the following rules and conditions. Failure to do so will result in a warning and/or loss of facility privileges for a period to be determined by the staff of the facility. Users will be held accountable for any damage they cause to the facility and/or its equipment.

### **Equipment / Facility Use**

Network users are responsible for:

- Using the network in ways that do not interfere with or disrupt the normal operation of the system
- Respecting the rights of other users, including their rights as set forth in other University policies for students, faculty, and staff-rights that include but are not limited to privacy, freedom from harassment, and freedom of expression
- Knowing and obeying the specific policies established for the systems and networks they access

Under no circumstances shall users give any person access to any system without prior authorization from administrators. All users shall share computing resources in accordance with policies set for the computers involved, giving priority to more important work and cooperating fully with the other users of the same equipment.

- Users shall not abuse fellow users, the facility, its staff, nor its equipment
- Eating, drinking, and the use of tobacco products are strictly prohibited in the computing areas
- No animals, except guide dogs, will be allowed in the facility
- Any person disrupting the operation of this facility will be required to leave the facility
- Students have priority over faculty/staff use
- The institution is not responsible for any lost or stolen items
- The Game Policy (see below) shall be in effect at all times

No member of the Reformed University community shall convert assets of the institution to personal use. All Reformed University property shall be used, and business shall be conducted, in a manner designed to further the institutional interest rather than the personal interests of individual members of the community. Members of the Reformed University community are prohibited from the unauthorized use or taking of the institution's equipment, supplies, materials, or services. Prior to engaging in any activity during working hours which would result in remuneration to members of the community or the use of Reformed University's equipment, supplies, materials, or services for personal or non-work-related purposes, members of the Reformed University community shall obtain the approval of the appropriate administrative unit of the University.

Violations of these policies incur the same types of disciplinary measures as violations of other Reformed University policies or state or federal laws, including criminal prosecution in serious cases.

### **Game Policy**

When playing games, all users must abide by the following rules and guidelines:

- Games have the lowest priority for facility use. If all machines are in use, and/or if another user needs to use special equipment/software on a PC that is being used for gaming, the gaming user will be required to give up the machine that he or she is currently using.
- Game playing will be prohibited at peak usage times, which are decided by lab personnel and/or Reformed University administration
- Game players must play with the sound off or use headphones.
- Game players may not ask someone on a specially-equipped machine to relocate so that they can play a game on that machine.
- These shall be no copying or distribution of any type of software that is not public domain.
  - Game players must not disturb other users in the computer facility
- No installation of software of any kind, including gaming software, shall be performed without prior approval of Reformed University administration.

### **Printing**

Printing services are provided for students and faculty for university-related business only. Mass production of club flyers, newsletters, posters, is strictly prohibited. If multiple copies are desired students should go to an appropriate copying facility at their own expense.

**Transparencies:** Overhead transparency sheets may be used in the facility's black and white

printers, but it is the user's responsibility to provide the packaging to prove that their transparencies are compatible with our printers.

**Special Paper:** Users may provide their own special paper.

Contact a staff member before printing transparencies or on special paper, or before using the color printers or printing color transparencies.

### **Classroom Use Policy**

The purpose of the following policy is to establish a basis for scheduling and use of the facilities:

1. Credit courses in Reformed University's Schedule of Classes have first priority. Such use should fall within the times approved by the university schedule policy.
2. Scheduling a class for a term does not guarantee computer reservation during Finals Week. Finals should be scheduled separately. Classes that regularly meet in these facilities during the term will receive priority for scheduling during Finals Week.
3. Courses scheduled one term do not automatically carry over to the next term or year. Classes must be rescheduled each term.
4. Other associated departments and/or programs can be scheduled on a first come, first serve basis after the schedule of classes has gone to press.
5. Classes will be scheduled within operational hours of the Student Computing Facilities. Classes outside of this specification will need to be approved by the facility coordinator

### **Software Installation Policy**

Instructors requiring software to be installed in our labs must do the following:

1. Fill out a request form addressing software needs.
2. Deliver any software installation media or provide website information to download such media.
3. Provide proof of valid user licenses and number of copies.
4. Provide any installation documentation.

The software installation form and corresponding software must be submitted two (2) weeks prior to the time the software is needed. Software delivered with a shorter lead time will be installed on a first-come, first-served basis, with an installation period of up to 2 weeks. Instructors will be notified when their software is installed and ready to test. Software installed on Reformed University computers should be tested at least 48 hours prior to its first class use to make sure it is working according to the class needs. Software installed in our virtual computer lab should be tested at least one (1) week prior to its first class use to make sure it is working according to the class needs. While consultants can assist users with general computer problems and supported software, consultants will not be specifically trained in the usage of installed class software. The only form of support available to students requesting assistance with class software will be the instructor, the software manual(s), and such on-or offline help as may be found by the student or faculty member themselves. Further questions should be directed to the class instructor or department, as applicable. If an instructor wishes to install software which will need frequent updates, data revisions, etc., special arrangements may be made. Please contact the Facility Manager or associated staff.

### **Policy on Unauthorized Copying of Copyrighted Software**

The primary responsibility for protection of licensed software rests with the purchaser of that software, whether Reformed University or a faculty member. All users have a

personal responsibility to control and protect software packages from misuse. Supervisors should assure that users under their direction have been informed of university policy. Users must personally ensure that no unauthorized copies of licensed software are made. Copies are not to be made for use at home, for sale, for trade, or for gifts to others. Individuals who make unauthorized copies of licensed software, or who allow such copies to be made, will be subject to regulations pertaining to theft or misuse of university property. Absolutely no copying or duplication of copyrighted software will be permitted.

**Unauthorized Distribution of Copyrighted Materials is a Violation of Federal Law and Will Not Be Tolerated at Reformed University.**

**Computer Lab Rules**

- No use of tobacco products or consumption of food or beverage in the computer lab at any time.
- No computer software or other copyright data may be copied using computer hardware located at any open-access, Reformed University- sponsored site(s).
- All users must complete any printing order at least 15 minutes before lab closing time. Any active jobs on a printer after this time may be purged from the print queue.
- There is no university rule that prohibits viewing any web page anywhere; however, the university's sexual harassment policy prohibits the display of sexually explicit material in such a way as to interfere with the work or academic performance of others, or which creates an intimidating, hostile, or offensive working or academic environment.
- User workstations are to be utilized for academic pursuits, completing work assignments, and advancement of his/her computer skills. Considering the demand for access to the computers located in the lab open access sites, any game playing, both locally and on the Internet, will be prohibited at peak usage times.
- No one shall give any password for any university computer or network facility to any unauthorized person, nor obtain any other person's password by any unauthorized means whatsoever. No one except the system administrator in charge of a computer is authorized to issue passwords for that computer.
- No one shall misrepresent his or her identity or relationship to the university when obtaining or using university computer or network privileges.
- No one without specific authorization shall read, alter, or delete any other person's computer files or electronic mail. This rule applies regardless of whether the operating system of the computer permits these acts.
- No one shall copy, install, or use any software or data files in violation of applicable copyrights or license agreements, including but not limited to downloading and/or distribution of music, movies, or any other electronic media via the internet. This includes torrenting, P2P sharing, or any other form of unlicensed distribution
- No one shall create, install, or knowingly distribute a computer virus, Trojan horse, or other surreptitiously destructive program or personal-information-retrieving tool on any University computer or network facility, regardless of whether any demonstrable harm results.
- No one without proper authorization shall modify or reconfigure the software or hardware of any university computer or network facility.
- Users shall not place confidential information in computers without protecting it appropriately. The university cannot guarantee the privacy of computer files, electronic mail, or other information stored or transmitted by computer unless special arrangements are made.

- Users shall take full responsibility for messages that they transmit through the university's computers and network facilities. No one shall use the university's computers to transmit fraudulent, defamatory, harassing, obscene, or threatening messages, or any communications prohibited by law.
- Those who publish World Wide Web pages or similar information resources on university computers shall take full responsibility for what they publish; shall respect the acceptable-use conditions for the computer on which the material resides; shall obey all applicable laws; and shall not publish commercial advertisements without prior authorization.