

 <p>Category: Information Technology</p> <p>Applicable for: Faculty/Staff/Students</p>	<p><i>Policy Title:</i> Computer Use in Labs</p> <p>Effective Date: 11.16.2016</p> <p>Prior Effective Date:</p> <p>Enabling Act: Technology Steering Committee Approval</p>	<p><i>Policy Number:</i> 034.TS.001</p> <p>Policy Owner: Technology Steering Committee</p> <p>Responsible Office(s): Technology Services</p>
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Background

As an institution of higher learning, UC Clermont both uses information technology and supplies it to the members of the university community. This policy has been developed to create a framework that ensures an effective technology infrastructure for all faculty, staff, students and visitors at the college. The primary directive of technology at UC Clermont is to support, promote and enhance the learning process.

As per the University of Cincinnati's policy on Information Technology, all operating units that use information technology shall be responsible for:

- Developing and implementing, when appropriate, additional IT policies, guidelines or procedures specific to their academic or administrative units.

Policy

All University Computers shall be used solely for authorized academic, instructional, research, administrative or contract purposes.

Any unauthorized use of computer resources and/or facilities shall constitute a violation of university policy and **will subject the violator to university disciplinary action.**

Users are responsible for reading and understanding all of the information that follows before using the UC Clermont computer labs.

- Anyone disturbing other users, abusing or tampering with the equipment or facilities, or violating information technology policies will be asked to leave, and may be prohibited from use of the facilities. The University may take further action against such an individual, as the situation warrants.

- All lab software is protected by copyright and is furnished to UC Clermont under licensed agreements. To comply with the specific terms of software license agreements, UC Clermont uses metering software to limit the simultaneous number of users of any given application. It is unlawful to copy or use this software except in accordance with the terms of the license agreements. Users violating this regulation will be subject to University, State and Federal laws pertaining to such violations.
- Lab Access - All **CURRENTLY** registered students, faculty and staff may access the UC Clermont computer labs using their UC provided account. Accounts are automatically created within 48 hours of registering for classes, for students; no additional activation of accounts is required.
- Food and Drink – In order to help maintain the safety and cleanliness of the computer labs, open food and drinks are strongly discouraged in the labs.
- Noise should be kept to a minimum. Please be respectful of those working around you. Loud conversations and music without headphones are not permitted. Users are expected to bring their own headphones. In the Open Computer Lab, cellular phone use is prohibited.
- In an effort to maintain an effective educational environment for our students, children eleven years of age and younger are **NOT** permitted in the UC Clermont Open Computer Lab unless accompanied by an adult. Children eleven and under are **NOT** permitted to use any of the equipment in the lab.

Related links

Use of Information Technology

http://www.uc.edu/content/dam/uc/infosec/docs/policies/Use_of_Information_Technology_Policy.pdf

Contacts

Technology Services 513.732.5216

History