

COMPUTER LAB POLICIES AND PROCEDURES

The student computer laboratories at Hibbing Community College are used by students for their course work and research. In order to provide students with equitable access to campus computing resources and to insure that the areas provided maintain an atmosphere that is suitable for academic work the following policies and procedures have been adopted and implemented.

ENFORCEMENT OF COMPUTER LAB POLICIES AND PROCEDURES

The Lab Assistant with the assistance of Workstudy personnel is primarily responsible for enforcing the College's Computer Lab Policies and Procedures. The Lab personnel are in charge of the computer lab and their instructions must be followed. Noncompliance with the policies and procedures will be grounds for revoking lab privileges and may result in referral for disciplinary action.

HCC STUDENT ID REQUIRED TO ACCESS LAB

The computer labs are open to HCC staff, faculty and students only. Anyone who is a student of Hibbing Community College will be required to surrender his/her Student ID card to the Lab personnel while using the computer labs during open lab hours. Anyone who does not have a Student ID or refuses to provide the Lab personnel with one will not be allowed to use the lab.

PROCEDURES

The Lab personnel will collect your Student ID from you when you enter the lab and return it to you when you leave. If the Lab personnel are not on duty when you enter the lab, they are required to collect ID's from those in the lab when they come on duty. The Lab personnel will come to you and ask for your ID. Please provide it when asked. If the Lab personnel leaves the lab he or she will walk around and hand the ID's back to their owners. The Lab personnel will collect the ID's again when they return. Ask the Lab personnel for your ID when you leave and he or she will return it to you.

WORKSTUDY

The Workstudy will endeavor to provide basic help to students. Basic assistance covers basic computer operations such as locating applications, starting and exiting applications, printing and saving your work to floppy disks etc. Troubleshooting software and hardware problems is the responsibility of the HCC Computer Services staff.

RULES OF CONDUCT

Participating in behavior or activities that disturb other users or disrupt the operations of the lab is not permitted. This includes, but is not limited to: loud music, talking, or using computer labs for socializing.

- Respect other students, faculty and staff when working in the lab.

- Disruptive behavior, such as shouting or cursing will not be tolerated.
- Conduct your conversations with others in a quiet manner that will not disturb the work of the other students in the lab. If you become disruptive, you will be asked to leave.
- Audio CDs or applications with audio output may only be used with headphones. If you are using headphones, keep the volume low so that you don't disturb others working around you.
- All cell phones are to be turned off or set to silent while in the lab. If you receive a phone call, you should exit the lab before answering your cell phone and carry on your conversation somewhere outside the lab.

ACTIVITIES PROHIBITED IN THE COMPUTER LABS

Food, Beverages and Tobacco – Eating, drinking or use of tobacco products is prohibited.

Accessing Pornography, Profane or Other Obscene Material – Downloading or viewing such material is prohibited.

Noise in Labs – Loud conversations and discussion groups should be kept to a minimum while in the labs. Audio CDs or applications with audio output may only be used with headphones. The college computer labs are quiet work areas and users are asked to respect other users by keeping noise levels to a minimum.

Playing Music and Accessing Other Forms of Entertainment – Listening to music and accessing other forms of entertainment over the internet that is disruptive to other students is prohibited.

Printing Large Files – Printing files that are larger than 15 pages **not** related to classroom assignments is prohibited.

Copying Software – Unauthorized copying of licensed software from the lab hard disks or file servers is a violation of Federal copyright laws. Software license agreements and copyright laws will be strictly enforced in the college computer labs.

Saving Files – Anything saved on the computer hard drive will be deleted. Data files created in the lab should be saved directly on a floppy disk, jump drive or CD. Also, each student has dedicated space to save files on our network server called “home on HCC File Server.” It is available from any computer on campus.

Changing Hardware and Software Configurations – Changing hardware and software configurations in the computer labs is prohibited. This includes modifications of the settings, configurations of printers and modification of system software. Violators of this policy will be referred to the proper authority for appropriate action, which may include the loss of computer privileges.

The following types of activities are examples of behaviors which are unacceptable, and which, in some cases, may violate State or Federal law:

- Accessing someone else's account, directory, private files, or e-mail without permission from the owner.
- Misrepresenting one's own identity in electronic communication.
- Violating copyright and/or software agreements.
- Using computing resources to threaten or harass others.
- Violating lab and systems policies, procedures, and protocol.

****Violation of These Rules May Lead to Revocation of Lab Privileges and or Disciplinary Action****

CONSEQUENCES:

Violations of the preceding rules and regulations will result in disciplinary action. Disciplinary action will include but is not limited to:

- Being given a verbal warning.
- Being asked to leave the computer lab.
- Your name being given to the proper authorities for appropriate action which could result in loss of computer privileges, or being banned from the computer lab.