

TITLE: USE OF COLLEGE COMPUTER FACILITIES AND EQUIPMENT

In a public educational institution the use of computer facilities and equipment must first be dedicated to instructional needs. However, being a tax-supported institution and a proponent of technological advancement, the college recognizes the benefits of access to its resources by the non-student community.

1. Priorities for use of Laboratory computer equipment are:
 - A. Use for instruction.
 - B. Use by students engaged in academic assignments.
 - C. Use by college employees engaged in work or research.
 - D. Use by students engaged in research or non-assigned study.
 - E. Other use.

When a Computer Laboratory is open and not reserved for class use, any computer in it is available on a first-come-first-served basis (subject to the above priorities.) An open Computer Laboratory is one defined as such by the current security policy regarding general building use.

2. Computers in non-laboratory settings such as offices are under the exclusive control of the individual to whom the computer has been assigned. These computers may not be used by others without the per mission of the person exercising control of that computer or of that person's supervisor.
3. The college does not condone fraudulent use of its computer equipment or facilities, and it is the intent of the college to adhere to the provisions of Copyright Laws applying to computer software and documentation. It is also the intent of the college to comply with the individual license agreements which were expressly or tacitly accepted when the college obtained the software. In order to carry out these intents:
 - A. All employees will be annually informed that they are expected to adhere to current Copyright Regulations in the use of software.
 - B. Archival backup copies of software, where allowed, will be clearly marked with the serial number (if any) of the software. In addition, archival copies of software shall contain a Copyright Notice if the original copy of the software is copyrighted.

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- C. If a working medium is provided for use in a laboratory or library checkout environment, it shall be clearly marked with the same information contained on the label on the master medium along with a license agreement number if a license agreement is in effect.
 - D. Copies of the college's policy against fraudulent use, along with a statement explaining software Copyright Law shall be posted conspicuously at each location where open use of computer equipment is possible.
 - E. The Dean of Business Services shall be responsible for executing any license agreements with vendors of software.
 - F. The Dean of Business Services shall also be responsible for monitoring copyright and license adherence for all non-network computer software used by employees.
 - G. The Director of Computer Services shall be responsible for monitoring copyright and license adherence for all software made available on any mainframe/computer and all software made available on any local area network attached to any mainframe/minicomputer except as provided in Paragraph H below.
 - H. The Dean of Instruction shall be responsible for monitoring copyright and license adherence for all software provided by the college for student use in areas not under the supervision of the Computer Lab Assistant.
4. The Computer Coordinating Committee will establish a computer purchase and use policy, which will be reviewed on an annual basis.

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