

Ferrum College Classroom Technology and Computer Lab Usage Policy

The Ferrum College Classroom Technology and Computer Lab Usage Policy is implemented and managed by the Information Services staff, reviewed by the Information Services Advisory Committee (ISAC), and approved by the Ferrum College President's Cabinet (PC). This policy can be modified and approved on an as-needed basis.

Usage Policy for all Ferrum College Computer Labs and Classroom Technology

1. Ferrum College provides access & usage to its computers, computer network, and other forms of communication equipment for students, faculty, and staff. Any person who uses this equipment agrees to our usage policy. This policy is intended to support and protect College students, personnel, and educational resources.
2. All users are expected to use the equipment appropriately, honestly, and constructively. The use of Ferrum College computers, its computer network, and other forms of communication equipment is a privilege, not a right, and inappropriate use will result in disciplinary action by College officials and/or the cancellation of those privileges.
3. No smoking, drinks, food, or chewing tobacco is allowed in any computer lab or around classroom technology.
4. Using College computer software/equipment in ways that violate local, state, federal, or international laws or statutes is prohibited. Neither College computers nor the College network may be used in ways which infringe legal copyrights.
5. Excessive use of College resources for non-school or non-work related activities are prohibited.
6. Students (as well as faculty and staff) are responsible for managing, maintaining, and backing up their personal files.
7. Any attempt to render a college computer workstation unusable is prohibited and will result in denial of access to computer labs.
8. The lab projectors are for class and College business purposes only; a Ferrum College instructor or staff member must be present when the projectors are used. Please turn each projector off after using it.
9. No disruptive behavior or game playing is allowed in any computer lab with the exception of gaming being permitted in a designated gaming lab.
10. Lab monitors have the authority to contact Campus Police if someone is mishandling or destroying equipment.
11. Lab monitors have the authority to contact Campus Police if someone is acting disrespectful to them or other users in the lab.
12. All users are expected to leave the lab equipment and other technology intact and do not have permission to disconnect cables and peripherals from the provided computer equipment.

Access Policy specific to the Garber Computer Lab

1. The Garber Computer Lab is located in Garber 107 (first floor of Garber Hall). The School of Natural Sciences and Mathematics has primary responsibility for monitoring and securing this computer lab.
2. The primary use of the Garber Computer Lab is for classes scheduled in this lab.
3. Any other Ferrum College faculty member may request that specific students be allowed access to the hardware/software in the Garber Lab when classes are not being held in the room.
4. If possible, instructors are asked to be present when their students are using the lab (e.g., by temporarily moving their office hours to the lab during when it is being used by their students). The instructor can ask the Academic secretary to admit them to the Garber 107 computer lab. While their students are using the lab, the instructor is responsible for the care and safety of all equipment in the computer lab.
5. If it is not possible for the instructor to be present, the instructor may give a list of students enrolled in a class to the Academic Secretary for the School of Natural Sciences and Mathematics. Students on that list (and **only** students on that list) may ask the Academic Secretary to admit them to the Garber Computer Lab. Students who have been admitted to the lab (i) are responsible for the care and safety of all equipment in the Computer Lab and (ii) must “check out” by letting the Academic Secretary know when they leave the Computer Lab. If the Academic Secretary is not in the office, the student(s) should leave a written note with their name(s) and departure time.

Violation of any part of this policy may result in ALL Computer Labs privileges being revoked. Depending on the activity types, individual issues could be forwarded to the Provost and to the Vice President for Student Affairs for disciplinary action.

Ferrum College reserves the right to monitor without notice usage of computers and communication equipment, including but not limited to, the content of e-mail and Internet usage.