

COMPUTER LAB POLICY FOR LAB USAGE

Issued: Unknown

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1. Regular Student Use

All registered Huron University College students, from both the Faculty of Arts and Social Science and Faculty of Theology, including full-time and part-time students, are allowed access to the Computer Lab at no charge during regular operating hours. Students may be asked to provide proof of registration before computer privileges will be granted. Effective September 1993, students living in residence at Huron College, who are not registered Huron students, are permitted free access to the Lab.

2. Technical Assistants

Technical Assistants are responsible for the efficient functioning of the Lab during regular student usage. Technical Assistants are university students, primarily registered at Huron College, supervised by the Director of Information Technology. They are scheduled to work specific time slots and paid for hours worked. Technical Assistants will be given the necessary keys and procedures for entering and exiting the Lab securely. (See Guidelines for Technical Assistants) The Technical Assistant must remain in the Lab during his/her scheduled time slot.

RESPONSIBILITIES OF TECHNICAL ASSISTANTS

2.1 ENFORCING LAB POLICIES AND RULES

- a) The Technical Assistant is responsible for enforcing all Lab policies and rules (Appendix "A"). The Technical Assistant can suspend Lab privileges from a user should that user violate a rule or regulation.
- b) The Technical Assistant is responsible for ensuring access to the computers is granted in a fair and consistent manner, according to the approved priority basis.
- c) The Technical Assistant should report all abusive conduct, both to equipment and to other users, to the Director of Information Technology. If the situation warrants, the Technical Assistant may ask the abusive user to leave the facility. The Technical Assistant should phone UWO police if the user does not comply.

2.2 SECURING THE LAB

The Technical Assistant is responsible for securing the Lab whenever he/she leaves the Lab. The Technical Assistant must use the designated time sheet to sign in at the beginning and end of his/her shift. At the end of the shift the Technical Assistant must either: a) pass the responsibility on to the scheduled Technical Assistant b) secure the Lab, or c) optionally extend his/her shift. If the Lab is to be secured, the Technical Assistant must follow proper closing procedures as outlined in "Guidelines for Technical Assistants". The Technical Assistant must never leave the Lab unattended for extended periods of time.

2.3 MAINTAINING LAB EQUIPMENT

The Technical Assistant is responsible for maintaining the equipment in the Lab. This includes completing the sign-in sheets, ensuring the printers have enough paper, changing printer cartridges, reporting any problems to the Director of Information and keeping the Lab tidy.

2.4 PROVIDING ASSISTANCE

The Technical Assistant is expected to provide basic software and hardware support to the users of the Lab.

2.5 DISTRIBUTION OF AUDIO / VISUAL EQUIPMENT

The Technical Assistant is responsible for taking bookings for all audio-visual equipment and ensuring conflicts do not arise. All bookings must be recorded in the blue binder. Technical Assistants should ensure that equipment is returned as scheduled. Technical Assistants may be required to assist faculty with use of equipment and to trouble-shoot any problems that arise.

2.6 SUMMARY OF TECHNICAL ASSISTANTS' DUTIES

- ensures users comply with Lab regulations
- maintains Lab security
- maintains the equipment in the Lab
- provides assistance to users of the Lab
- keeps the Lab tidy
- distribution of audio-visual equipment
- reports problems to the Director of Information Technology

3. Instructional Use

3.1 ALLOCATION OF TIME SLOTS

- a) Instructors teaching courses that require Lab time should reserve the lab 48 hours in advance.
- b) If faculty require the Lab for classes on a regular basis, it is recommended that these bookings be done at the beginning of the academic term in order to guarantee availability.
- c) All bookings are on a first-come, first-served basis.

3.2 LAB INSTRUCTOR RESPONSIBILITY

When the Lab is used for instructional purposes, the faculty Instructor is responsible for the conduct of his/her students in the Lab. The faculty Instructor should be familiar with Lab policies and is responsible for their adherence. The faculty Instructor must be present in the Lab during the time slot booked.

4. User Priority

- 4.1 Student access to the Lab is granted on a first-come, first-served basis. Students cannot reserve individual workstations for specific time slots.
- 4.2 Faculty can reserve a workstation 24 hours in advance. Only one faculty member at a time may use the Lab when the Lab is operating at 90% capacity or above.

5. Fees

5.1 PRINTING

All users (including faculty) must pay for the use of the laser printer. Laser copies are \$.10 per page.

Colour printing is \$1 per page.

Transparencies can be purchased for \$2.

Appendix "A"
D.H.M. Stewart Computer Lab
General Rules

1. Food and drink are not permitted in the computer lab under any circumstances.
2. The computer lab is a non-smoking environment.
3. Computer workstations cannot be reserved. Please do not attempt to do so by leaving your belongings at a workstation while you go to class. If a workstation is left unattended for longer than 15 minutes, it will be given to another student.
4. Do not disrupt other users. Keep noise to a minimum.
5. Keep the Lab tidy. Discard waste paper into the appropriate bins (use blue box for all computer print-outs), pick up your printouts promptly, and turn in manuals when you are finished with them.
6. It is prohibited to load personal software on the individual workstations or the server.
7. The use of the computer lab is a privilege, not a right. The following represent serious abuse of the privilege and are prohibited.
 - a. To give, sell or otherwise provide computing privileges to any other individual or group.
 - b. To inspect, alter, publish, delete or otherwise tamper with files that you are not authorized to access.
 - c. To engage in any activities which denies or restricts computer usage by other authorized users of the facilities.
 - d. To copy any proprietary software.
8. Students will be held responsible for any wilful damage and be assessed the appropriate charge.
9. All users of the lab must also adhere to the Acceptable Use Policy established by The University of Western Ontario.

Any violation of these rules may result in immediate expulsion from the lab and/or computer privileges being revoked.