

East Georgia College Computer Services Department Computer Lab / Workstation Usage Policy

Scope of Policy

This policy is to provide regulations and information to users of the East Georgia College computer labs and other campus IT resources. This policy also applies to computer workstations located in classrooms and other public access areas where computer workstations are located. The policy also applies to the utilization of the college's data network via college-owned and non college-owned IT equipment).

Violators of this policy shall be subject to disciplinary action listed in the "Enforcement" section of the *East Georgia College Computer Services Acceptable Use Policy*.

1. Scheduled classes and other official college functions have priority over other uses of the computer facilities. No classes may be scheduled in the computer lab (room 524) located adjacent to the library.
2. Students must present an East Georgia College Student ID card when entering the following student computer labs:
 - Room 524 in the Luck F. Gambrell Building - located adjacent to the library
 - Room B111 in the Student Services Building
 - Room G130 in the East Georgia College Statesboro Campus Building
- 2.1 In order to utilize the student computers location in the cyber café area of the Student Services Building, students must enter their East Georgia College Student ID number.
3. Use of workstations and IT equipment located in the East Georgia College computer labs and related areas are limited to use by faculty, staff, and students, including students enrolled in East Georgia College Continuing Education courses. Because these areas are study facilities for students of East Georgia College, children should not be brought into the computer labs.
4. Since these are study facilities, noise should be kept to a low level so as not to disturb others who may be studying. In particular, these are not appropriate places for boisterous behavior or any sort of horseplay.
5. Users of East Georgia College workstations / computers are not allowed to install software applications on any East Georgia College workstation / computer.
6. Users of the East Georgia College data network are not allowed to download, copy, or store video files, music files (or related type files).
7. Because they have the potential for seriously damaging the equipment in the laboratory, food, drink, and similar products should not be brought into the computer laboratory under any circumstances.
8. Cellular telephones or other similar communication devices are not to be used in the computer lab / classroom facilities.