

Title – Computer Lab Use Policy

Policy Abstract – Birmingham-Southern College provides computer labs for use on campus. The primary purpose of these labs is for the instruction of currently enrolled students. Outside groups may be permitted to use these labs subject to this policy.

Responsible Office – Information Technology, Administration

Official – Anthony Hambey

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Applies To – Outsides groups

Effective Date – 10/1/2012

Revision Dates – 10/1/2012 – New

1. **Introduction/Background** – Access to computer labs on campus by outside groups may be granted as deemed appropriate. Computers in the labs utilize software to prevent harm from viruses and downloaded software that can negatively impact its use. Upon reboot of the computers they will return to an IT provided image.
2. **Purpose** – In order to ensure proper operation of computer lab hardware and software for the primary purpose of instruction of currently enrolled students it is necessary to manage outside group access provided in accordance with best practices.
3. **Applicable Regulations** – SACS Comprehensive Standard 3.9.2 – Confidentiality of Student Records and 3.11.3 – Physical Resources
4. **Policy Statement** –
 - Software applications may be temporarily loaded on lab computers for use, but will be removed and the computer returned to an IT provided image upon reboot.
 - No permanent local storage of files is permitted on lab computers, as the computer will be returned to an IT provided image upon reboot.
 - Information Technology reserves the right to deny outside groups access to computer labs in the event that it will interfere with the primary purpose of lab operation.
5. **Details** –N/A
6. **Definitions** – SACS is the Southern Association of Colleges and Schools.
7. **References** – SACS COC *The Principles of Accreditation 2012 Edition*.