

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

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PROCEDURE TITLE: USE OF COMPUTING FACILITIES

BASED ON POLICY: 2-1-221

REVISION NUMBER:

**OFFICE OF
RESPONSIBILITY:** ACADEMIC AFFAIRS



PRESIDENT

May 15, 2000

DATE

PURPOSE

The purpose of this procedure is to specify rules and expected user behavior in such Technical College of the Lowcountry student or public computing facilities as labs, classrooms, advisement, testing, or tutoring centers.

PROCEDURE

1. An approved College ID is required and must be presented on request for use of computing facilities. This means a current, valid ID from TCL or USC Beaufort. No other ID is accepted (TCL Policy #5-1-514).
2. Appropriate personal behavior is required in computing facilities. Users may not abuse computer equipment. Socializing should be kept to a minimum. Users **MUST** follow the directions of facility supervisors or their designees. Persons who use inappropriate or offensive language may be removed from the facility. The individual user is responsible for the images or sounds which are produced by his/her computer. Users may be removed from public display of offensive or highly inappropriate images or sounds, and reported for disciplinary action subject to the Student Code. Violations of federal or state law will be reported to appropriate authorities, and are subject to criminal prosecution.

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3. Users may not change any settings or software on TCL computers. Only authorized personnel may install programs or files on TCL computers. Copying of programs or downloading of programs for later copying is forbidden unless specifically authorized by a facility supervisor. Computer passwords, default settings, or program files are NOT to be changed, altered, moved, or deleted for any reason by users.
4. Children are absolutely not permitted in computing facilities (TCL Policy #6-1-612).
5. Users may print only one copy of any document, unless specifically authorized by the facility supervisor. Use available copiers for additional copies.
6. Food, drink, and tobacco are not allowed in computing facilities.
7. Users are responsible for knowing and following relevant copyright laws. Criminal prosecution is possible for violations of copyright statutes.
8. Lab Monitors or other student employees provide limited assistance and direct support to users. Any policy questions from users should be referred to facility supervisors.
9. Private, commercial use of computing facilities is not permitted.
10. Facility supervisors are authorized to enforce these rules, including removal of offenders, subject to the provisions of the South Carolina Student Code.
11. These rules, or a reasonable facsimile of them, are to be displayed in any computing facility which is generally open to the public or to students.