

Revision Responsibility: Vice President for Financial and Administrative Services
Responsible Executive Officer: President

Source/Reference: Columbia State Policy 07:04:00

PURPOSE

To establish policy and procedures for the use of Columbia State computers by visitors, non-Columbia State students, and continuing education students.

POLICY

- I. Regular use of Columbia State computers is restricted to Institution employees and currently enrolled credit students.
- II. Library patrons, continuing education students, visiting scholars, students from other colleges and universities, and other visitors to Columbia State campuses may be provided temporary use of College computers.
- III. In the event that computer availability is limited in a location, currently enrolled Columbia State students will have priority.
- IV. All computer users must abide by Columbia State's [Acceptable Use policy](#) as published on the Columbia State website and in each general purpose computer lab. Any violation of the Acceptable Use policy will result in permanent suspension of campus computer use privileges.

PROCEDURES

- A. Library patrons, visiting scholars and other campus guests
 1. Upon presentation of a picture ID to library staff, center directors or designees, or IT staff, these users may be given a temporary username and password valid for 24 hours.
 2. Use of the account should be documented by the staff granting the password.
 3. Visitors must be 16 years of age or older unless they are accompanied by an adult. Visitors must also have an individual login and may not share usernames or passwords with others. Any child accompanied by an adult or guardian may receive a username and password, but the adult will assume the responsibility for use of those credentials, and for the use of the computer.

4. Library, IT, and extended campus staff will have available accounts to be used for this purpose.
 5. Problems or questions with logins should be directed to the IT Helpdesk telephone number or referred to the IT Office.
- B. Students of colleges and universities with an existing agreement with Columbia State
1. Usernames and passwords are provided to students of colleges and universities with formal agreements with Columbia State. The usernames and passwords are valid for one year and may be used to access any campus lab computer.
 2. Responsibility for distribution of usernames and passwords to these students rests with the university center.
 - a. Procedures for the distribution of usernames and passwords are established for each institution as part of the agreement with that institution. These procedures may vary depending upon the institution and the location of the classes.
 - b. The university center office documents use of access and requires a picture ID for students to whom it directly provides usernames and passwords.
 - c. If the university center provides the username and passwords to an official of the Institution with which the agreement is established, that Institution assumes the responsibility for ensuring that only enrolled students are provided usernames and passwords.
- C. Students Enrolled in Columbia State Continuing Education Classes
1. Students enrolled in Continuing Education classes at Columbia State will be provided a temporary username and password by the EWD office or the class instructor. Upon request by the EWD office, Information Technology will provide their office with temporary usernames and passwords for distribution to their students. The temporary usernames and passwords are not transferrable to others without authorization.
 2. These training accounts will be valid for the duration of the class in which the student is enrolled.