

COLUMBIA STATE MULTIPURPOSE COMPUTER LAB USAGE GUIDELINES

MISSION: The mission of Columbia State Multipurpose Computer Lab (CMPCL) is to provide computer technology service and support to the faculty, staff and students that form the Columbia State community.

The CMPCL provides users with access to the computer lab equipment supervised by Instructors and supported by Lab Monitors. The equipment includes microcomputers, printers, supplies, application software and software documentation. **A current Columbia State account (PVT Account) is required for access.**

The Columbia State faculty and Information Technology staff oversees the use of this equipment and provide the general problem-solving services. The Information Technology staff provides hardware and software installation, modification and maintenance. The services are primarily designed to help users with computing operations.

Columbia State Multipurpose Lab facilities are available in Warf 108, Warf 108A, Warf 201, Warf 206, Clement 214, CLS 102 (Clifton), LBS103 (Lewisburg), LCC114 (Lawrenceburg), LCC115 (Lawrenceburg), Yates108 (Franklin), Yates107 (Franklin), JSC149 (InfoCenter) and the Waymon L. Hickman Building (WLHB130). Information Technology staff members provide support to all labs.

**OPEN LAB HOURS **
(See Site for Lab Hours)**

USING THE LAB

1. Computers are available on a first-come, first-served basis. Moreover, labs are reserved when formal classes are in session. Other than these reserved times, all use of the lab depends on availability of equipment. (Other workshops, classes and ad hoc use may be scheduled.)
2. A variety of programs (software) are available for use in the lab. These programs have been specifically configured for Columbia State computers and peripherals. **No software may be copied to or from any PC without special permission from the Associate Vice President for Information Technology.**
3. All PCs have USB connection for a jump drive and a writeable CD for data storage. Students may purchase jump drives and blank CD's at the College Bookstore. Students are advised not to store data on the hard drive unless instructed by their faculty. Files stored without prior permission are subject to deletion.

LAB GUIDELINES (also see College Policy Manual, Student Handbook and College Catalog for other policies)

1. Columbia State staff, students and authorized users are welcome to use the computer equipment for class assignments and class related work.
2. Computer "CHAT" and GAME playing are low priority usage. Class assignment, related work and computer maintenance have high priority over game playing. Users should release machines if needed.
3. **DO NOT**
 - access pornographic, X-rated or other sites that may be considered obscene or offensive to others
 - display obscene pictures, profanity or other pornography.
 - interfere with other people's computer work.
 - use more than one (1) machine per person.
 - access other people's files.
 - change, add to or otherwise modify machine unit settings or software setup (including, but not limited to, screen savers, color, background). Changes made for class assignment must be revised when complete.
 - tamper with machine lock and unlock mechanism.
 - bring or consume food, drink or tobacco products in the lab.
4. Unattended (under 11) or disruptive (any age) children are not allowed in the lab.
5. No loitering in the lab.
6. Columbia State ID, photo ID or verification of approved usage can be requested at any time.
7. **The user is responsible for backup of personal work.**
8. Personal printing that is not a class assignment must be approved (see your instructor or the Associate Vice President for Information Technology).
9. Do not remove cables, power cords, mouse, keyboards, etc.
10. Users should remain **QUIET** during open lab periods so as not to disturb the productive work of others.
11. Columbia State is **NOT** responsible for problems caused by computer viruses, improper use of the equipment, or loss of data due to equipment malfunction or any other reason.
12. Columbia State is not responsible for any personal items left in the computer lab. This includes, but is not limited to: IDs, class assignments, books, personal items, keys etc.
13. When using a Columbia State computer to access other sites, the user must abide by all policies at the remote site.
14. **You will be asked to leave the lab (IMMEDIATELY) upon breaking any of the above guidelines. Other penalties may be imposed including loss of lab privileges.**

Lab information/availability: Jayne Halter (931) 540-2650

Columbia State and Information Technology welcomes your comments and questions.

Revised 07/2008