

Computer Lab Usage Policy

January 11, 2010



Faculty of Education Computer Lab Usage Policy

This policy applies to the Faculty of Education Computer Labs located in Rooms 328 and 330 Education Building, University of Manitoba and serves as a supplement to the following documents:

- *The University of Manitoba's governing document – "Policy: Use of Computer Facilities" (http://umanitoba.ca/admin/governance/governing_documents/community/252.htm);*
- *The University of Manitoba's governing document – "Procedure: Use of Computer Facilities" (http://umanitoba.ca/admin/governance/governing_documents/community/567.htm); and*
- *Information Services and Technologies' "Computing and Network Facilities Usage Agreement" (https://pasweb.cc.umanitoba.ca/webapp/gu/usage_agreement/login.php).*

Any changes to the Faculty of Education Computer Lab Usage Policy for Students will be posted on the Education Computer Lab website: <http://www.umanitoba.ca/education/edlab>.

Mission Statement

The Faculty of Education Computer Lab seeks to provide its students, faculty, and staff with the computing resources, hardware, software and personal support to help them succeed in their academic/professional endeavours.

Eligible Users

The computer lab is open only to Faculty of Education students registered in Education courses/programs and Faculty of Education faculty and staff. The Computer Lab Supervisor may give special permission to other users under certain circumstances. All other users are asked to use the university's Information Services and Technologies (IST) open area labs. A listing of labs operated by IST is posted outside Room 328 and available on the university's website at: <http://umanitoba.ca/computing/ist/connect/labs/index.html>. Users may be asked to present their University of Manitoba ID card while in the lab. Users without proper identification may be asked to leave the lab.

1. General Usage

- 1.1. The lab is available to students for course work, faculty for academic work (including demonstration and instruction), and staff for professional work during computer lab hours of operation and when no classes are scheduled in the room.
- 1.2. Computers are available on a first-come first-served basis. Computers left unattended for more than 15 minutes will be made available to other users.
- 1.3. Lab staff on duty are available to assist users on the general use of the computer hardware and software, data projector, and equipment such as: scanners, digital cameras and camcorders. Lab staff are not available to assist with users' academic work or other related tasks and cannot do computer work on the users' behalf.
- 1.4. Problems with computer lab hardware, software or other equipment should be reported to lab staff.
- 1.5. Users are to clean up the area around the computer they used as they leave. This includes removing of storage devices, placing garbage/paper in the bins, and pushing in the chair.
- 1.6. Food is not permitted in the computer lab. Covered beverages are allowed.
- 1.7. Academic work will be given priority over non-academic and personal use. Personal use of computer resources should be kept to a minimum.
- 1.8. Persons using the lab assume responsibility for any damage they cause to equipment.

2. Lab Policies

- 2.1. Users are not permitted to install, modify, or delete any software on lab computers or change the desktop wallpaper, screen saver or add/delete shortcuts or icons.
- 2.2. No user-supplied equipment, other than USB storage devices and audio headphones, may be connected to the computers in the lab.
- 2.3. Users data files are to be saved to their own storage device such as USB memory stick or to their Instructional Netware System (INS) personal storage space (H: drive). Files saved to the local hard drive are subject to deletion at any time without warning.
- 2.4. The Faculty of Education is not responsible for any damage to user's data files or equipment.
- 2.5. Users are expected to keep noise to a minimum. Cell phones, pagers, and mobile communication devices must be turned off or set to vibrate/silent. Calls must be taken outside the lab.

3. Internet and Network Policies

- 3.1. Chatting, instant messaging, and online game playing are strictly prohibited in the lab.
- 3.2. Downloading of copyrighted material or visiting peer-to-peer download sites is not permitted.
- 3.3. Internet access may not be used to visit sites of an inappropriate nature or those that may be considered offensive by other individuals.
- 3.4. Authorization from the Computer Lab Supervisor or the Network Administrator must be obtained before connecting any personal computer equipment except USB devices to the lab's network.

4. Printing

The Faculty of Education Computer Lab computers are networked to a self-serve, black & white, and colour laser printer. Printing Services are intended for the individual printing needs of users. For user specific printing policies please see page 3 of this document.

5. Colour Scanner

There is a colour scanner available in the Main Computer Lab. The scanner is available on a first-come first-served basis. Users who are not using the scanner may be asked to move to another machine for users who require the use of a scanner.

6. Lab Staff Authority

Lab staff are the appointed enforcers of the lab policy. They are responsible for ensuring that equipment is not being abused, for determining what is academic work and what is not, and what is not allowed in the labs. Circumstances not covered by this policy shall be at the discretion of the lab staff. All users are expected to abide by their decisions.

7. Printing

The Education Computer Lab offers pay-for-print services. Please see price lists posted in the lab for costs.

- 7.1. Students must purchase printing credits to pay for printing. Cash will not be accepted for individual print jobs.
- 7.2. Students are responsible for choosing the appropriate printer and settings and will be charged accordingly. Printers are set to print double-sided.
- 7.3. Lab staff are not responsible for unwanted printing.
- 7.4. Users may use their own speciality paper for printing documents. Lab staff will need to run test prints prior to printing to determine the viability of the paper stock. Students will not be charged for test pages, but will be charged for all pages in their print job.
- 7.5. Printing of all jobs must be completed by closing time.

8. Resources

- 8.1. Users wanting to use the lab's reference manuals, headphones, or other equipment while in the lab must leave their student ID card with the on duty lab staff.
- 8.2. Equipment must be signed out before removing from the lab.
- 8.3. It is the responsibility of the student to be familiar with the software packages they intend to use. While the computer lab staff are more than willing to help with the applications they are familiar with, they do not know nor are they expected to know about all software applications. Manuals and online help are the best authorities. Manuals for most software applications can be checked out from the lab staff. If all else fails, students should direct their questions to their professor/instructor.

9. Student Technology Workshops

From time to time the Computer Lab may offer workshops on different topics such as word processing, video editing, or general computer use. Students will be required to register for workshops as space will be limited.

10. Penalties

Users found to be in violation of this policy may be asked to leave the lab, have their privileges revoked, or be referred to the Associate Dean, Undergraduate Programs, or the Associate Dean (Graduate Programs and Research) for disciplinary action.

11. Contact

Any questions, comments, or concerns regarding this policy should be directed to:

Computer Lab Supervisor
Room 328 Education Bldg.
Faculty of Education
University of Manitoba
Phone: 204.474.8574
Email: edlab@cc.umanitoba.ca