Mid-Atlantic Christian University
Finance – Information Technology Policy #6

SUBJECT: STUDENT COMPUTING LABS

DATE: APRIL 08, 2013

REVISED: 04/08/2013; 02/27/2015; April 2020
NEXT SCHEDULED REVIEW: Yearly, February

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: All users of Mid-Atlantic Christian University Student Computing Labs
Procedure for: All users of Mid-Atlantic Christian University Student Computing Labs
Authorized by: Vice President for Finance
Issued by: Board of Trustees

I.   Purpose

Demand for lab resources, the upkeep of the computing labs, and the assurance of appropriate use of the student computer labs necessitates to the need for a policy to govern the use of labs.

II. Policy

Mid-Atlantic Christian University ("University") maintains student computing labs for the academic work of our students. The University may, in its sole and exclusive discretion, allocate, authorize use of, and control access to the student computing labs in differential ways in order to achieve its overall mission. All users of the student computing labs must adhere to this policy, as well as, Office of Information Technology Policy F-IT-01 Acceptable Use.

III. Procedures

   A. General Usage - Altering the hardware/peripheral setup of lab computers is prohibited. Altering operating system and software settings on lab computers is prohibited.

   B. Any student working on a class assignment or student project has priority in the university computers labs. Any student using a computer for recreational use (games, correspondence, social media, e-mail, etc…) is expected to relinquish the computer promptly in response to a request from another student.

   C. Loud or disruptive behavior is not tolerated in the student computer labs. Food and drink are not permitted in the computer labs.

   D. The Heritage Hall Student Computer Lab is restricted to students by combination lock. Circumventing this security measure by preventing the door to close in any way is against this Policy. Contact MACU OIT at itsupport@macuniversity.edu to report lab issues.

E. Location of Computer Labs - There are two computer labs available to students:

1. Watson-Griffith Library Student Computer Lab
2. Heritage Hall Student Computer Lab

F. The hours for the Student Computer Labs are posted on the Computer Lab webpage.

G. Documents should not be saved to any lab computers. Students should always save their work to their University-provisioned Google Drive or personal flash drive. Lab computers are wiped and re-imaged multiple times each day. Any work saved to lab computers will be lost. The University is not responsible for lost documents.

H. Printers are available in both computer labs. Printing is free in the Heritage Lab. Printing in the library is done on a cost-per-sheet basis. Students should only print one copy of a document using the laser printers. Students should make additional copies using a copier. Students can make copies in the Library on a cost-per-sheet basis.

III. Published: Policy Manual

IV. Reason for Revision

V. Appendices