Acceptable Use of the College Equipment and Software Agreement

The Riverland Community College computer labs are used both for classroom instruction and by students for their course work when there are no classes scheduled in the labs. In order to provide Riverland's students with equitable access to campus computing resources and to insure that the areas provided are reasonably comfortable, have an atmosphere which is suitable for academic work, and contain functioning computer equipment, the following policies and procedures have been adopted and implemented.

Who May Use the College Computer Labs
The College computer labs are for use by current Riverland Community College students, faculty and staff members. This policy specifically excludes children of students, alumni, library "community borrowers," former students who are no longer enrolled in classes at Riverland, students from other colleges and universities and the general public. No one will be allowed to use a College computer lab unless they can show proof (current Riverland student ID card) that they are a Riverland Community College student, or a member of the Riverland faculty or staff. You must have the ID card in your possession when using the computer lab. A student will be asked to leave if they are unable to produce a student ID when asked.

Food and Drinks
Food and Drinks are not allowed in the computer labs. Food particles and liquids are serious enemies of sensitive electronic tools such as computers. Anyone with food or a drink in the lab will be asked to remove it from the lab. Repeat offenders will be referred to the Computer Director for appropriate action, which may include the loss of privilege to use the computer labs.

Noise in the Labs
The College computer labs are study areas and lab users are asked to respect other users by keeping noise levels to a minimum. By nature, computer labs are somewhat noisy places because of the equipment they contain and the activity of people who use them. Loud conversations, programs that make noise, music CDs, etc. should be kept out of the labs. Audio CDs or applications with audio output may only be used with headsets.

Game Playing in the Labs
Games and programs that make loud or constant noise that may disturb other lab users are prohibited from the labs. No student is allowed to install a game to an individual machine or the network. During any time when the lab is full and students are waiting or the labs are very busy all game playing is prohibited in the computer labs.

Copying Software and Manuals
Software license agreements and copyright laws are strictly enforced in the College computer labs. Copying licensed software from the lab workstation hard disks or file servers is a violation of federal copyright laws and of College policy. Violators of this policy will lose their rights to use all College computing resources.

Saving Files on the Workstation Hard Disks
Data files created in the labs should be saved directly to individual user-supplied floppy diskettes

or on the student's H: drive not on the workstation hard disks. The lab workstation hard disks are checked on a regular basis and extraneous files are deleted.

No Children in the Computer Labs
Children are not allowed in the Computer labs. Students with children should make arrangements for the children's care away from the labs.

Modification of Hardware and Software Configurations
Modification of hardware and software configurations in the labs is prohibited. This includes modification of the settings and configuration of printers and modifications of system software. Violations of this policy will be referred to the Computer Director for appropriate action, which may include the loss of the privilege to use the College computer labs.

Acceptable Use/May 20, 2003