

SECTION: Business Affairs/Information Services
SUBJECT: Computer Lab Policies and Regulations

ISSUED BY: Office of Information Services

REPLACES: New

APPROVED BY:

EFFECTIVE DATE: May 7, 1996

1. User access is granted to an individual therefore accounts and passwords may not be transferred to or shared with another.
2. Users may not use computing resources for any illegal or unauthorized act; in particular, users may not use computing resources to violate any state or federal laws, Asbury College regulations, the acceptable use policy known as the Memorandum of Understanding or any of the policies specified in this document.
3. Computing resources may not be used for any commercial purposes.
4. Computing resources must be shared among users in an equitable manner. If a lab becomes full, low priority users may be asked to log off to allow high priority users access. Faculty and staff have the highest priority, followed by persons working on academic-related activities, followed by persons working on personal activities. In the event that a lab is full of high priority users, a time limit of one hour will be enforced. Users may not participate in any behavior that unreasonably interferes with the fair use of computing resources by another. For this reason personal audio devices must be used with headphones and must be played at an externally inaudible level.
5. **Unauthorized accessing**, using, copying, modifying, or deleting of files, data, account information, passwords or disk space is strictly prohibited. This includes copying files from or onto college owned resources, modifying application defaults, capturing or viewing network traffic and running your own programs except in the case of using a programming language.
6. Copying or transferring licensed software for use on a system or by an individual for which the software is not authorized or licensed is strictly prohibited.
7. Causing computer failure through an intentional attempt to “crash the system”, or through the intentional introduction of a program that is intended to subvert the system is prohibited.
8. Moving or adjusting any hardware or computer related equipment is prohibited.
9. Food or drink is prohibited in the computer labs.
10. Users are to respond promptly to the request of lab assistants and other Information Services staff.