Computer Lab Rules

Computer Labs are for Academic Purposes

The Open Computer Labs are for the use of Columbus State University students, staff, and faculty only.

"Open" labs are intended for general academic use 7 days a week. We encourage creativity and collaboration in an environment that is as open as possible.

"Classroom" or departmental labs are intended for faculty instruction during class hours. For security purposes, all rooms equipped with computer and/or multimedia equipment must be monitored. Therefore, it is at the discretion of the department as to whether classroom labs may be used during non-class hours.

The Schwob Library Commons Public Area can be used by non CSU students. *See Library personnel for more information.*

Maintain a library-like atmosphere. Group discussions should be as quiet as possible. The expected environment allows students the opportunity for collaboration and open sharing of ideas in pursuit of academic excellence. Lab users share responsibility for maintaining an appropriate, orderly environment. Should lab space or disrupting behavior become an issue, we may ask for verification of academic assignments and/or your student ID.

CSU Staff or lab student assistants have the authority to request proper CSU ID of students and those unwilling to provide such identification may be asked to leave. If the student(s) refuses to leave or stop the disruptive behavior, computer lab assistants may notify the University Police and ask for assistance.

No person shall interfere with, or fail to cooperate with, any properly identified University faculty or staff personnel while these persons are in the performance of their duties.

Violation of these policies can result in the loss of your lab privileges.

Computer Violations
Students will adhere to the Georgia Computer Systems Protection Act. The State law provides for criminal liability and penalties for the crimes of computer theft, trespass, invasion of privacy, forgery, and password disclosure. Using another person's account, unauthorized copying of software, and tampering with/destruction of equipment is prohibited.

Accounts can be disabled for the following:

Prohibited:

- Accounts for Computer Access:
    - Allowing other students, guests, or children the use of your computer login/password
    - Using more than one computer at a time
- Broadcast messaging, chain letters, mass mailing (spamming)
- Cell phone use that disrupts others in the computer lab.
- Children in the computer lab should be orderly and quiet. The adult accompanying the child is responsible for making sure the child is not disruptive to others in the lab. (Children are not allowed to use CSU computers.)
- Disorderly conduct or behavior that disrupts academic pursuits - Users shall conduct themselves in a manner conducive to a work environment. Individuals who are disruptive or rude will be asked to leave the premises.
- Drinks in open containers, food, or tobacco products
- Downloading non-academic material including music, video, and programs
- Hacking activity
- Installing non-academic programs to local drives or H: drive

- Malicious damage, removal, or destruction of equipment/software or property belonging to Columbus State University, its employees, its students, or visitors to the University
- Programs with loud sound effects or loud music
- Unauthorized copying of software
- Viewing pornography/offensive material

A misinterpretation of these policies on your part does not constitute an excuse for improper action or behavior.

Failure to adhere to the rules may result in any or all of the following:

- Revocation of computer account privileges
- Referral to the Dean of Students
- Banishment from the Computer Labs for a period deemed by UITS Management or Dean of Students.
- Criminal charges (if any laws have been broken).

All disciplinary action taken will be in accordance with policies of Columbus State University and the University System of Georgia as well as the laws of the State of Georgia.