COLLEGE OF MICRONESIA-FSM
ADMINISTRATIVE PROCEDURE No. 8200

Computer Lab Conduct and Responsibilities

Date Adopted: 21 May 2002

Date Revised: 11 December 2009

Date Reviewed: 28 May 2014

References: Student Code of Conduct Policy

1. Use of the lab must be in accordance with the College of Micronesia-FSM Technology Policies (BP8000-8999) as it applies to computing resources and computer labs.
2. Laboratory equipment must be treated with care. Chewing betelnut, smoking, and the consumption of food or beverages anywhere in the laboratory are prohibited.
3. As a shared environment, users and guest must respect the needs of others.
4. An appropriate standard of conduct must be maintained at all times. Loud talking, loud music, or other actions which distract legitimate users are prohibited.
5. Some laboratories will have time limits in effect. Once your time expires, you must return any equipment you have signed out and leave the laboratory (unless you obtain permission from a lab monitor to continue working).
6. The only persons permitted in an academic computer laboratory are students who are registered in COM-FSM courses and COM-FSM staff. The lab resources have been purchased with funds generated by matriculation fees and therefore the labs are distinct from the LRC computers which are available for community access.
7. Laboratory equipment is intended primarily for academic purposes. Using the computers for personal communication, publication, etc. will be required to follow the "bumping priority policy".
8. All use of computers in the lab must be recorded in the *Usage Log* located on a computer inside the lab door. Record both your name, the computer number, the application used, and time. The log is used in assessing lab resource needs.
9. If no machine is available at the time it is needed, users should make an appropriate entry in the *Inadequacy Log*. This log is also used in assessing lab resource needs.
10. No user may work on more than one computer simultaneously if at least one other computer does not remain open and available for other users.
11. Users must bring their own paper to print out. The paper must be in good condition. Students should not make multiple copies.
12. All external storage devices and removable media being brought into the lab must first be checked for viruses before being used. These devices should be labeled to identify the user.

13. Any user who has not previously learned proper procedures for unjamming or otherwise fixing printers, computers, or other peripherals, such as scanners, digital cameras, or projectors are to request assistance from lab personnel rather than attempt to repair the equipment.
14. Users are to clean up the area around the computer as they leave. This includes making sure storage devices and removable media are removed and that any unwanted paper is placed in the recycle bin.
15. Software (including public domain "plug-ins") may only be installed with authorization from the lab monitors. If you need software other than what has been provided, please submit a request in writing to them for consideration.
16. Users playing games, interfering with the PC configuration or attempting to bypass or defeat any of the security features of the network will face disciplinary action as per the *Student Code of Conduct Policy.*
17. Users must NOT loan their accounts to users who have had their accounts suspended. Each user is responsible for all actions originating from his/her account. Remember to LOGOUT before you leave and keep your password safe.

Due to limited number of computers on campus, the following bumping system will be employed in the computer laboratories at the discretions of the lab supervisors or their designee:

Priority I Computer Use: Bump all levels below it: Use of academic software that is unique to a particular computer laboratory or location, use of software that is not available in other laboratories on campus.

Priority II Computer Use: Bumps all levels below it, can be bumped by priority I users: Use of the Internet to do academic research for the department or division that operates the computer laboratory.

Priority III Computer Use: Bumps all levels below it, can be bumped by priority I and II users: Use of the Internet for academic research and educational purposes. Use of Word Processing software such as Microsoft Word for class assignments. Academic use of the computers.

Priority IV Computer Use: Can be bumped by priority I, II, and III users: Student e-mail access.

See Board Policy 8200