Computing Resources

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References: Library Bill of Rights, *Lab Conduct and Responsibilities*

A. Definition

Computing resources include computers, servers printers, network devices and cabling, and software that is installed or made available by the College of Micronesia-FSM. Resources also include services provided by the campus computer network, such as e-mail and Internet access.

B. General

The computing resources of the College of Micronesia-FSM are intended to support the academic programs of the College. Anyone pursuing academic work may use the facilities and equipment. Use is limited to curriculum, academic, and College related work.

College computing resources may not:

1. Be used for commercial purposes including advertising of commercial products or services, direct or indirect profit or gain
2. Be used in any way, which will violate international copyright statutes or regulations.

Computing resources are to be considered as shared, finite resources provided by the institution to promote scholarship and learning for all students, staff, and faculty. Monopolizing this shared resource through deliberate action or inaction is strongly discouraged.

School related work, such as work for classes, committees, and school projects, has first priority:

1. If work is being done that is not school related, another user can ask the person doing the non-school related work to relinquish the computer
2. If work is being done that is school related, another user cannot ask the person doing the school related work to relinquish the computer.

The faculty computers are meant to be used by faculty and their designated work study students only.

C. Security
Attempts to circumvent, defeat, or subvert system or network security measures, or gain access to areas or systems the user is not authorized to access are prohibited.

The use of College computing resources, including Internet access provided by the college, to probe other systems with intent to gain access for which the user is not authorized access is prohibited.

D. Learning Resources Center
In keeping with the philosophy of the College of Micronesia-FSM and the *Library Bill of Rights*, the LRC is seen as a resource open to all. Combined with this, the first concern of the COM-FSM LRC is to support the curriculum and the staff and students of the College.

Use of computer labs located in the Learning Resources Center is a privilege open to all registered students and those who present a valid library card. However to protect and monitor use of the LRC resources it is necessary to ensure that all users have an understanding of proper computer use and etiquette.

There are two different but complementary levels of computer use. Students may elect to use only the general application computers or they might opt to use the Reference computers.

Research must be of an academic nature directly connected to an assigned project or connected to a student's academic future (i.e. access to an institution of further education). Any other use is prohibited. The LRC reserves the right to make the determination of whether or not an observed or requested usage is educational.

To guarantee that users are knowledgeable in the operation of the computers and peripherals held in the LRC, the LRC staff conducts training sessions (either scheduled or on demand) to prospective users of the facilities. In order to use the computer resources, users must show a basic competency in computer usage. This is accomplished through either the use of a testing instrument (a competency test) or successful completion of the first three weeks of a computer course offered by the college.

Students may elect to write the competency test without being enrolled in a computer class or taking the training sessions. However, if they are not successful in passing the test, they must enroll in the training sessions in order to rewrite the test.

E-mail access is not available through the LRC Internet computers

E. Classroom Labs

Use of Classroom computer labs is a privilege extended to staff and students. In order to ensure the laboratories are productive and pleasant working environments, and to safeguard the College's investment in the equipment, a set of rules and procedures for lab use and monitoring have been established. Lab Monitors and instructors supervising the lab are instructed to enforce these rules vigorously and consistently; however, it is expected that the majority of users will see these regulations as commonsense and will actively cooperate in obeying them. Lab rules and procedures are located in Administrative Procedure No. 8200: *Lab Conduct and Responsibilities*.

F. Business Computer Laboratory

The computer laboratory will be used for instructional purposes during school hours.

The computer lab will be used for training purposes sanctioned by the College and approved by the Vice President for Instructional Affairs.

All training in the business computer laboratory must be passed through the Business Division Chair and be approved by the Vice President for Instructional Affairs.

All supplies and materials for the lab will be purchased through the Technology Fee.

No equipment, computer, or furniture may be removed from the business computer laboratory without the prior permission of the Vice President for Instructional Affairs.

G. Computer Network

Use of computer access accounts are subject to state and/or federal laws regarding the use of computing equipment and/or government resources and appropriate network protocols.

The institution reserves the right to monitor and record the usage on campus networks and equipment. The institution has the right to use information gained in this way in disciplinary or criminal proceedings.

Running network servers of any kind without being logged in to the system while they are executing is prohibited unless arrangements are made in advance. This includes gopher servers, web servers, IRC servers, or any other server that allows people other than yourself to access your account or computing resources.

Privately owned computers may be attached to campus network with the following stipulations:

1. The computer owner is responsible for the behavior of users of that machine and for all network traffic to and from the machine.
2. They may not be used to provide network access to individuals who would not have had access through official institutional systems
3. They may not be used as a router or gateway to other networks or to non-institutional affiliated systems
4. Should the institution have reason to believe that a privately owned system is using the institution's network inappropriately, network traffic to and from that system will be monitored and, if justified, the system will be disconnected and action taken with the appropriate authorities.

See Administrative Procedure 8200