

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: 11 December 2009; 10-12 June 2025

References: Student Code of Conduct Policy, FSM Data Protection Regulations

1. General Conduct

- No food, drinks, or betelnut in the computer labs.
- Users must maintain a respectful environment and avoid distractions (e.g., loud conversations, music).
- Labs are for registered students and staff only.
- Personal device use is permitted only with prior authorization.

2. Lab Equipment Use

- Lab computers are for academic purposes.
- Any user damaging equipment will be held accountable for repair costs.
- External storage devices must be scanned for malware.
- Users must clean their workspace before leaving.

3. Printing and Resource Use

- Users must bring their own paper for printing.
- Printing multiple copies of a document is discouraged to reduce waste.

4. Software and Network Security

- Software installations require prior approval from lab administrators.
- Users may not attempt to bypass network security settings.
- Unauthorized network activities, such as hacking or unauthorized data access, are strictly prohibited.

5. AI and Emerging Technologies

- AI-powered tools (e.g., chatbots, coding assistants) may be used for educational purposes under supervision.
- AI-generated content must adhere to academic integrity policies.

6. Priority Access System

Priority for computer lab use is as follows:

1. **Priority I:** Use of specialized academic software.
2. **Priority II:** Internet research for department or division-related projects.
3. **Priority III:** General academic research and coursework.
4. **Priority IV:** Personal use (e.g., student email access) – lowest priority.

Lab supervisors reserve the right to enforce this priority system as needed.

These policies and procedures ensure that computing resources at COM-FSM are used effectively, securely, and in alignment with institutional and legal requirements.

See Board Policy 8200