

### 3357:13-14-53 Computer Lab Usage

- (A) In order for an individual to use any of the lab facilities, at least one of the following requirements must be met:
- (1) The individual must be currently enrolled at North Central State College (NCSC) and possess a valid student identification card.
  - (2) The individual must be an NCSC employee.
  - (3) The individual is a registered guest under the direction of an NCSC employee.
- (B) Program Specific Labs, or Non-Computer Labs are scheduled for classes and are available only to students enrolled in a particular class. These labs may be used by students during unscheduled class time but must be supervised by an NC State employee.
- (C) Computer Labs are available at each of the NCSC academic facilities. Computer Labs are available during the open hours of each facility. Open hours vary by facility.
- (D) To allow for the best computing environment for the NCSC community, we ask that students and faculty adhere to the following computer lab policies and guidelines:
- (1) Most importantly, please have respect for staff, fellow students, labs, and equipment.
  - (2) No food or drinks are allowed in the computer labs at any time.
  - (3) No moving the lab equipment and/or cables.
  - (4) Please clean up your area after you are done working.
  - (5) Students are responsible for managing, storing, and backing up their files.
  - (6) Students are responsible for providing their own headphones for use in the labs.
  - (7) Secure your valuables by keeping personal belongings with you at all times.
  - (8) No illegal copying of ANY materials.
  - (9) Keep sound levels to a minimum.
  - (10) Log off of the system when finished to protect your personal information.
  - (11) The labs are for NCSC students, employees and registered guests ONLY. We reserve the right to check IDs.
- (E) Additional Computer Labs are available through our partnership with the Ohio State University's Bromfield Library & Information Commons (BLIC)

Effective: July 27, 2021

Next Review: July 1, 2026

Review Dates: 5/25/88, 6/1/89, 7/1/00, 7/27/21