BGSU.
BOWLING GREEN STATE UNIVERSITY

3341-6-29   ITS Computer Lab Utilization.

Applicability	All University units
Responsible Unit	Division of Finance and Administration
Policy Administrator	Chief Information Officer

(A)   Policy Statement and Purpose

Information Technology Services (ITS) at Bowling Green State University provides computer lab facilities to support the academic, research and instructional activities of the university. The resources provided are intended for the sole use of university faculty, staff, students, and authorized users.

(B)   Policy Scope

This Policy applies to computer labs owned and managed by ITS. ITS computer labs are either open labs (available for all students to use) or scheduled labs (available to any college or department and scheduled by Registration and Records). Scheduled labs may be used by students at times when there are no courses scheduled. A listing of scheduled computer labs and their availability can be found on the ITS Computer Labs webpage.

Other BGSU computer labs are owned and managed by individual colleges and departments and are often limited to students from that college or department. College and department computer labs are not subject to this policy.

(C)   Policy

Authorized users should be prepared to validate their university affiliation by showing a valid BGSU ID if asked to do so at any time.

(1)   Food is prohibited in ITS computer labs. Drinks should be in sealed containers (e.g., water bottle, thermos).

(2)   ITS is responsible for the hardware, software, AV equipment, and network connectivity within ITS computer labs. Any technology issues should be reported to ITS.

(3)   Computer labs are intended for instructional and official use. Commercial or business use of lab equipment is prohibited. Lab reservations take precedence over other use; anyone using computers for other purposes may be asked to relinquish their devices if the lab is reserved.

(4)   Noise levels must be minimized to allow clients to complete their work. Talking and general noise should remain at a reasonable level to allow others to concentrate. All ringers and alarms on devices should be turned off or set to vibrate.

(5)   All lab clients are expected to understand and comply with the provisions of the United States copyright laws as they apply to computer software and corresponding documentation.

(6)   The creation or use of illegal copies of software on lab equipment is prohibited.

(7)   Responsibilities

     (a)   User Responsibilities

          (i)   Contact ITS for technology issues.

          (ii)   Files must be saved to a cloud location or removable media.

Equity impact statement: The policy has been assessed for adverse differential impact on members of one or more protected groups.

Registered Date: March 17, 2015
Amended Date: April 1, 2024