

Policy Title	Use of Academic Labs
Policy Holder	Senior Director – Computer Services and Project Management
Policy Approver(s)	Senior Team
Related Policies	
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	Oct 28, 2009
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Purpose

Academic computing labs (both classroom and open access) serve to support the teaching and learning endeavors of the College community. All users of these facilities are expected to behave in an appropriate manner so as not to disrupt, in any way, other users of these facilities.

Scope

This policy applies to all users of the College’s academic computing labs.

Definitions

Governing Laws and Regulations

Policy Statements

In addition to the user responsibilities and restrictions outlined in 7-1-1 Acceptable Use of Information Technology Resources and 7-2-1 Authorized Access to Information Technology Resources, the following user rules apply to all academic and open access computer lab facilities within Confederation College.

- Users must not in any way tamper with, change, damage, or disrupt the normal functioning of the hardware and software contained within these facilities (i.e. changing operating system configurations, desktop attributes, or software functionality).
- Lab users shall not download, store, install, or use any software or other electronic file

which does not support an approved/authorized academic purpose (i.e. games, file sharing programs).

- Lab users must not use College computing lab printing services for large or complicated print jobs unless instructed to by the in class instructor.
- Plagiarism, theft, cheating on tests, assignments or reports, misrepresentation of identity, or the falsification of data in any way constitutes academic dishonesty and such infractions will be handled as described in the College's Student Code of Conduct policy (5-5-02).
- Computer Services Help Desk staff are available in most computer lab areas during normal hours of operation. Help Desk staff can assist users with basic computer problems (i.e. login problems, saving files, printing). Staff will not assist with course related material, with such questions being directed to the appropriate instructor. Computer Services staff also have the responsibility of enforcing computer use policies and may eject from the computer labs anyone who does not respect these policies.

In addition specified labs/areas listed below also have the following rules:

Classroom Computer Labs

- Lab users will not enter a classroom lab when a class is in progress without the approval of the in class instructor.
- Classroom labs may be used as 'Open Access Computer Labs' (as described below) by users if no classes are scheduled for that time. If a user is in a classroom at the commencement of a class, the instructor reserves the right to ask the user to leave if they are not part of the class.
- Lab users will not participate in or use any form of personal group messaging software such as chat programs or social networking websites without the consent of the in class instructor.
- Food and beverages of small portion size (such as coffee, juice, muffins, etc.) are allowed at the discretion of the in class instructor.

Open Access Computer Labs

- Food and beverages of small portion size (such as coffee, juice, muffins, etc.) are allowed in open access lab areas. The consumption of larger meal portions in the lab is prohibited.
- Personal or recreational computer use of lab facilities, within reason, will be allowed in the open access areas during off peak time hours. This includes the use of chat programs and social networking websites.
- During peak demand times, anyone using lab equipment for personal or recreational use, shall upon request, relinquish their computer station to allow others to work on academic related material.
- Open access lab areas are considered study areas, and as such, noise must be kept to an acceptable level. Quiet discussions will be tolerated, however, anyone making an excessive amount of noise shall upon request of a staff member, leave the lab area.

Non-Compliance

Violations are generally reviewed according to 7-2-3 Non-Compliance penalties, or 5-5-2 Student Code of Conduct.

Revision History

Version	Change	Author	Date of Change
Original	Original	Lee Johnson	28/10/2009
	Primarily Format Change	Paul Inkila	16/5/2022