University of West Alabama   Tiger Paw Student Handbook

Computer Lab Policies

UWA student computer labs are provided to enhance the university mission by supporting learning, discovery, and service to its students. The following computer lab policy applies to all UWA computer labs. Individual labs may have additional policies:

1. Use of general purpose student computer labs is by a first-come first-serve basis. During high demand periods, the University may impose time limitations on use.

2. Students who need to work on class assignments have priority to use the lab computers over those students using the computers for chatting, emailing, and web surfing.

3. U.S. Copyright Law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by the principle of "fair use." Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder, except as permitted by the principle of "fair use." Any responsibility for the consequences of copyright infringement lies with the user.

4. Lab users will be respectful of others and will not make unnecessary noise and distractions. Low conversations that are not disturbing to others are permitted. Loud talking and behavior is not permitted.

5. Users must not intentionally disrupt the campus computing system or obstruct the work of others users, including sending chain letters or blanket e-mails messages, or knowingly consuming inordinately large amounts of systems resources.

6. Any kind of misconduct or behavior, which is intended to denigrate, threaten or harm others, will not be tolerated.

7. Abusive language, posted materials or behavior based upon race, color, national origin, religion, sexual orientation, age, physical or mental status, or veteran status will not be tolerated. Publicly visible areas may not contain discriminatory materials.

8. Users shall be respectful to lab equipment and facilities.

9. Eating, drinking, smoking, and chewing tobacco is prohibited.

10. When leaving the laboratory, users are expected to clean work areas by removing papers, disks, books, and any other items of personal property.

11. Pets are not allowed in computer labs, unless accompanied by a visually impaired user.

12. No pornographic contents are allowed in the computer labs.

13. Misusing of computer software: University of West Alabama is the licensee of many computer software packages that are protected by copyright laws. Students must not copy any computer software program or data protected by copyright or by special license. Students must not damage, alter, or remove any software package in the computer lab. Students must not access another person's data or text files without proper permission.

14. Reading duplicating, copying, removing, or any other unauthorized or misuse of a document, record, book, ledger, file printout, tape, cartridge, disc, key, or any property maintained by any individual(s) or department(s) of the University is strictly prohibited.

15. Absolutely no outside software may be copied onto the hard disk of any computer in the computer labs.

16. Working documents must be saved on disks or the temporary drive available in all labs.

17. The installation of any software onto a lab computer is prohibited.

18. Misusing of computer Hardware: University of West Alabama is the owner of all the hardware equipment residing in the computer labs. Students must not damage or pilfer any hardware equipment.

19. Users should not change the configuration settings on the hardware or software.

20. Users are liable for the misuse of any hardware, software, or equipment residing in the computer labs.

21. Equipment and cables are to be moved only by authorized personnel.

22. It is sometime necessary to reserve a computer lab facility for instructional purposes. Every effort will be made to inform facility users ahead of time of such reservations. However, the University reserves the right to close a facility to users at short notice to accommodate instructional needs.

23. Posted lab hours will be enforced. Users of the University of West Alabama computer labs are expected to plan their work with the lab schedule in mind and to leave promptly at the published closing time.

24. Lab staff on duty will be available to advise users on completing their academic work or other university-related tasks, but cannot do computer work on users' behalf.

25. Users who violate UWA Computer Lab Policies will be asked to leave UWA Computer Labs.

26. Repeated or serious violations of Computer Lab Policies could result in the loss of computer lab privileges. Violations may also result in disciplinary action.