



McFarland Student Union Policy 2000-0104

COMPUTER USAGE:

Cyber Lounge Computer Lab & Laptops

A. Purpose

To define guidelines for ensuring access to quality computers, software programs and Internet access to the University community.

B. Scope

This policy applies to stakeholders of the McFarland Student Union

C. Definition(s)

Cyber Lounge: A lounge dedicated to the recreational use of the computers and the Internet and not specifically designed for academic projects or assignments.

D. Policy and Procedure(s)

The MSU computer lab, active laptop network ports and the Cyber Lounge are available to all students, staff, and faculty.

• Computer Lab:

1. Computers are available on a first come-first served basis.
2. Hours of operation will parallel building hours unless otherwise posted.
3. All users must sign into the computer lab by swiping an activity reader with their ID.
4. Academic projects have priority over recreational uses if there is a wait for computers.
5. Reconfiguring computers in anyway is prohibited.
6. Beverages/Food are not allowed in the computer lab.
7. Print jobs are limited to 1 copy per document.
8. Charges for print jobs may be instituted if necessary to absorb paper costs.

• Cyber-Lounge:

1. The cyber-lounge will be available to students, staff, faculty and guests in the MSU.
2. Usage is for Internet and email only.

• Personal Laptop Use:

1. Laptop ports are available in designated areas of the MSU's lounges.
2. Laptops may be connected to the network if an ethernet card has been installed & configured.

- **Printing Charge**

1. If instituted and approved the KU Board of Trustees, the printing charge will be from 5 to 25 cents per page.

- **Computer Abuse**

The following activities constitute computer abuse. Persons found in violation may lose their privilege to use MSU computer facilities:

1. Illegal copying of copyrighted software
2. Computer fraud
3. Use of MSU computers for commercial purposes or publicizing non-University events, programs or activities.
4. Violation of University privacy rights as noted in The Key student handbook.

E. Effective Date

- 2000-2001

F. Approved By

- MSU Advisory Board, Vice President for Student Services and Campus Life, & President of Kutztown University

G. Cross References

KU Policy 1995-400 Computer and Network Resources

KU Policy 1989-402 Computer Resources Use