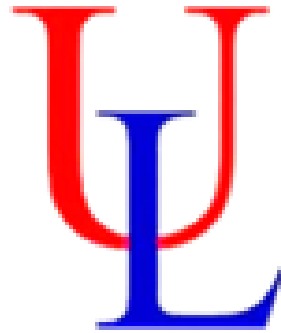


# University of Liberia



## Office of Information Technology (OIT)

### Computer Lab Ownership and Use Policy

July 22, 2019

**University of Liberia**

**OFFICE OF INFORMATION TECHNOLOGY (OIT)**

Fendall Campus

Louisiana, Liberia

**Web:** [www.ul.edu.lr/OIT](http://www.ul.edu.lr/OIT)

**Email:** [OIT@ul.edu.lr](mailto:OIT@ul.edu.lr)

## Table of Contents

<b>1. Overview</b> .....	2
<b>2. Purpose</b> .....	2
<b>3. Scope</b> .....	2
<b>4. The Policy</b> .....	3
4.1. <i>Computer Lab Ownership</i> .....	3
4.2. <i>Computer Lab Supervision</i> .....	3
4.3. <i>Computer Lab Reservation</i> .....	4
4.4. <i>Assistive Technology</i> .....	4
4.5. <i>Computer Lab Managers</i> .....	4
4.6. <i>Computer Lab Use</i> .....	5
4.7. <i>Computer Lab Printing Guidelines</i> .....	6
4.8. <i>Technical Assistance</i> .....	7
<b>5. Policy Compliance</b> .....	7
5.1. <i>Compliance Measurement</i> .....	7
5.2. <i>Exceptions</i> .....	7
5.3. <i>Non-Compliance</i> .....	7

## **1. Overview**

The Office of Information Technology is dedicated to providing efficient, reliable service to the University of Liberia community. As such, it provides all necessary policies and documents that guide to use of technology within the University community.

The following policies and guidelines are designed to guide the use of computer labs and all accompanying technologies situated in computer labs both stationary and mobile. Policies and guidelines under the authority of OIT relate to computing, telecommunications, multimedia, web, internet, online and distributed learning. While this document relate to the use of computer labs and accompanying technologies, the use of computer lab workstations is also governed by UL's policies including the Acceptable Use Policy.

All University of Liberia constituents and affiliates **MUST** comply with this document.

## **2. Purpose**

The purpose of this policy document is to define the guidelines for the ownership and use of computers and all technology equipment and accessories (software and hardware), purchased by or donated to the University of Liberia. These polices have been established to help provide a quality educational environment and to promote student learning and success.

## **3. Scope**

This policy applies to any/all computer/technology equipment or peripheral devices that are purchased, donated to and used in facilities classified as "Computer Labs", within the University community.

## **4. The Policy**

### ***4.1. Computer Lab Ownership***

- a. All computing systems (including hardware and software) in computer labs and accompanying technologies purchased by or for the University community through budgetary allocation, donation or any other means, shall be owned by the University of Liberia;

### ***4.2. Computer Lab Supervision***

- a. All computing system (including hardware and software) in computer labs and accompanying technologies purchased by or for the University community through budgetary allocation, donation or any other means, shall be documented by the Warehouse and Asset Management unit and subsequently turned over to the Office of Information technology for installation, deployment and maintenance;
- b. All computer labs and accompanying technologies belonging to the University of Liberia shall be under the direct supervision of the Office of Information Technology through the Chief Information Officer;
- c. All Colleges and organizations that are beneficiaries of grants and other financial assistance that result to the purchase of computer labs and accompanying technologies, shall have priority and full access in the use of those computer labs and accompanying technologies;
- d. While computer labs are generally multipurpose, some labs may contain computers with hardware or software optimized for certain tasks or processes, depending on the needs of the institution operating the lab;
- e. These specialized purposes may include video editing, stock trading, 3-D computer-aided design, programming, and GIS;
- f. Lab Attendants managing University-owned computer labs shall be designated, trained and supervised by the OIT in collaboration with colleges and organizations;
- g. Only those classified as “Technology Specialist” shall be allowed to manage computer labs;
- h. All Computer labs and accompanying technologies shall be managed by part-time and full-time UL faculty and staff. Students under internship programs or other academic (Work study) programs shall be allowed to manage computer labs under the supervision of their internship coordinator and the OIT;

### ***4.3. Computer Lab Reservation***

- a. Faculty shall reserve computer labs for all purposes relating to academics, especially as they relate to the courses they are assigned to teach;
- b. Open Access Computer lab shall be available for hands-on training of university faculty, staff or students. Reservations are made through the Office of Information Technology;
- c. Computer labs should only be reserved for class sessions for which computer resources are needed;|
- d. Occupancy rules and regulations of computer labs must always be followed;
- e. Reservations are accepted on a first-come, first-served basis;
- f. Reservations outside of normal lab hours are subject to special arrangements to be made between faculty, staff or students and the OIT;
- g. Reservations that are not for a university department or course are subject to a daily charge;
- h. Non-academic reservations must meet the approval of the University of Liberia's administration and must not: a.) interfere with academic use of the computer lab; b.) interfere with the general welfare of the UL community constituents; and 3.) meet guidelines for which computer labs have been designed;
- i. Cancellation of reservation must be done at least FIVE hours prior to scheduled time;

### ***4.4. Assistive Technology***

- a. Assistive technology for students with disabilities shall be provided in all computer labs;

### ***4.5. Computer Lab Managers***

- a. Shall be official UL faculty, staff or students/interns, therefore users must respect and obey their instructions;
- b. Shall perform all duties involved in running computer labs as smoothly as possible and to report any extraordinary/unsolvable problems to the OIT;
- c. Shall be available to assist students having problems or questions regarding the computer facilities to the best of their ability;

- d. Shall provide students with assistance in the use of computer software;
- e. Shall ensure that ONLY officially registered students are in Computer labs by verifying ID Cards;
- f. Shall not interpret class assignments or help students with homework. They are there to assist in using the technology so that students may complete their work;

#### ***4.6. Computer Lab Use***

- a. Computer labs and facilities are only to be used to provide course work, workshops, training, research activities, or institutional programs for the University of Liberia faculty, staff, and/or students;
- b. Only legitimate faculty, staff and officially registered UL students are allowed to use Computer labs;
- c. All students, faculty and staff must have a valid University of Liberia identification card to use the Academic Computing Labs;
- d. Students are required to present their student I.D. cards to the Lab manager/assistant upon entering the computer lab or whenever asked for;
- e. Talking, smoking, eating and drinking, group discussions, the use of mobile phones, reserving a computer while not working, and accompanying friends or relatives to computer labs are not permitted;
- f. Group working is not allowed inside computer labs because they are not designed for such an activities;
- g. Computers and all accompanying technologies within the labs shall not be monopolized by faculty, staff or students for non-academic use;
- h. NO faculty, staff or student is allowed to allow another person to use his/her account and password;
- i. Students who need to do University work have priority over students doing personal work, including playing games or surfing the internet;
- j. Computers left unattended for a period of 10 minutes or more will be cleared and made available to other students;
- k. Students are responsible for their personal items while in the computer labs;

- l. Installing, removing of software, reconfiguring computer settings on any computer in the lab is not allowed unless directed by faculty or lab staff employed;
- m. Headset must be worn when listening to music or media within the labs;
- n. All noise levels (including: mobiles, talking, music, muffled headphone noise, etc) in the labs are not permitted;
- o. Computer lab users must show respect for other users;
- p. Computers must be treated with respect and therefore, any form of vandalism shall be considered a violation of this policy;
- q. Computer labs' use is given priority to faculty who have classes that require computer lab usage and who have been listed on the lab's schedule;
- r. Lab staff is not responsible for any belongings left in the computer labs;
- s. Removal of documentation, equipment or/and changing of lab configurations and settings are strictly prohibited;
- t. Software in the labs is subject to copyright licensing agreements. Copying or removing software from the labs is considered theft and is a violation of U.S. copyright laws;
- u. Software downloaded from the Internet is not to be installed on any lab computer for any purpose;
- v. Documents should be saved to your network drive, a flash drive or to a cloud storage account and NOT the computer's hard drive;
- w. Users are expected to leave your computer workstation in the same condition as you found it. This includes putting chairs back in place and logging out when you leave.
- x. Sexual harassment of any type will not be tolerated in the computer labs. Examples of sexual harassment may include, but are not limited to:
  - o Sexual battery
  - o Displaying pornographic images
  - o Verbal harassment or abuse of a sexual nature
  - o Subtle pressure for sexual activity

#### ***4.7. Computer Lab Printing Guidelines***

- a. Printing in computer labs shall be allowed but must be done in consultation with the Lab manager;

- b. Users shall be able to print from all computers in each Lab to the printer available in the same Lab;
- c. It is the user responsibility to collect his/her printouts from the Lab Assistant at the printer. Any un-collected printout will be disposed at the end of the day;
- d. Users are not allowed to print large quantities of flyers, banners or other distribution materials;
- e. Students who print unnecessary documents will be required to pay the cost of printing those materials;

#### ***4.8. Technical Assistance***

The Lab managers are responsible for maintaining a quiet work environment, lab security, and reporting problems with lab equipment. They shall be trained to be able to assist with general problems, but they are not expected to be consultants. If the Lab manager is unable to provide assistance, contact OIT at [OITsupport@UL.Edu.LR](mailto:OITsupport@UL.Edu.LR) or Call: \_\_\_\_\_.  
Operating hours are 9 a.m. to 5 p.m., Monday through Friday (this schedule is subject to change).

## **5. Policy Compliance**

### ***5.1. Compliance Measurement***

- a. The OIT Academic Computing Team (ACT) will verify compliance to this policy through various methods, including but not limited to, regular and random monitoring, and feedback to the policy owner.

### ***5.2. Exceptions***

- a. None

### ***5.3. Non-Compliance***

The following disciplinary actions may be taken against violators:

- a. Temporary suspension of computing privileges and violation documented in student's/employee's record;
- b. Permanent removal of computing privileges and violation documented in student's/employee's record;
- c. *For Students:* Academic probation with the forfeiture of privileges;



- d. *For Students:* Academic suspension which includes the termination of enrollment for a specified period of time;
- e. *For Students:* Academic expulsion which includes the termination of enrollment for an indefinite period of time;