

Policy 501.8 – STC Computer Lab General Use

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Issuing Office: Administration & Finance

Date Revised: 7/7/09

Approved By:

References:

I. POLICY

The University of Montana Western provides computer lab facilities for use by on-campus and off-campus individuals and groups.

II. PURPOSE

The purpose of this policy is to allow adequate notice for lab use and software installation, and to ensure that there is no violation of licensing agreements on UMW computers.

III. PROCEDURES

1. Computer access will be limited to the UMW or Guest account privileges assigned by ITS.
2. Scheduling a Computer Lab
 - a. If the event is a scheduled class, contact the Registrar's Office (7371).
 - b. If the event is short term, visit [http:// hal.umwestern.edu/library/](http://hal.umwestern.edu/library/) and click on the "Schedule a Room" button, or call 7542.
3. The STC Instructional Technologist must be notified of all scheduled lab use (7163).
4. Software Requirements Beyond Network Configuration
 - a. Installation of needed software must be requested a minimum of one week prior to use.
 - b. Installation of the software must not violate any license requirements
 - c. Demo software will be only installed once. Multiple installation of the same software may be a violation of the license agreement.
5. Use of the Administrative Computer Account
 - a. Access will be granted based on scheduled and preapproved use. Contact the STC Computer Systems person (7164).

IV. AUTHORITY

V. RESPONSIBILITY

Vice Chancellor for Administration & Finance/Student Affairs, ITS Director, Library Director, Instructional Technologist