Lab and Classroom Technology Standard

Issue Date:
The Lab and Classroom Technology Standard was issued on November 21, 2014

Effective Date:
The Lab and Classroom Technology Standard is effective as of November 29, 2016

Scope:
This standard applies to all users utilizing university owned technology in classrooms and open computer labs.

Purpose:
The purpose of this standard is to provide a framework for establishing clear expectations for proper use of university owned technology in a classroom or lab environment. Individual Colleges and Departments may build upon this Standard and all applicable University Policy to meet specific needs.

Standard:

Room Access
- Access to the lab is by keycard only.
- Using the keycard of another user is strictly prohibited. Keycard access logs are periodically audited.
- Labs must be opened and closed by instructor during a course-related lab.
- Students not enrolled in courses are prohibited from using course-specific labs.
- Visitors and guests are not permitted in labs, this includes, but is not limited to, friends, family, and colleagues.

Technology Use
- Computer images must be refreshed at least once a semester.
- Modification to lab hardware or software is prohibited without explicit permission of the attendant faculty member.
- Connection of any external hardware devices to the lab systems, without the explicit approval by the attendant instructor. This does not apply to flash drives and personal
hard drives.

- Users may not use technology for non-coursework related purposes, including, but not limited to playing games, web browsing, and online shopping.

**External Documents and Links:**

[Open Computer Lab and Classroom Technology Policy](#)

**Review Schedule:**

The Lab and Classroom Technology Standard will be reviewed annually by the Office of the CIO or their designee.