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 February 1, 2018

**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, is explicitly prohibited. 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 Chief Information Officer and Vice President for Information Technology or his/her designee.