



LAB AND CLASSROOM TECHNOLOGY STANDARD

Scope:

The Lab and Classroom Technology 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 Policies to meet specific needs.

Standard:

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

2. Technology Use
 - a. Computer images must be refreshed at least once a semester.
 - b. Modification to lab hardware or software is prohibited without explicit permission of the attendant faculty member.
 - c. 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.
 - d. 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](#)

Exceptions:

Request any exception to this standard via a service ticket to the KSU Service Desk at <https://service.kennesaw.edu>

Review Schedule:

The Lab and Classroom Technology Standard will be reviewed annually by the Vice President of Information Technology and Chief Information Officer and or his/her designee.

Standard Title	Lab and Classroom Technology Standard
Issue Date	November 21, 2014
Effective Date	February 1, 2018
Last Updated	May 13, 2021
Responsible Office	Office of the Vice President of Information Technology and Chief Information Officer
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