Dickinson State University

291 Campus Drive
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Computer Use Procedure

1. The Dickinson State University Computer Use Procedure will incorporate all the items of the State Board of Higher Education Policy 1202.1 - Acceptable Use of Information Technology Resources Policy as being automatically a part of the campus procedure.

2. Use of computer lab machines (West Campus 103, May Hall rooms 1, 7, 19, Murphy Hall 159, and 160) will be restricted to faculty, staff, and students. Each user will authenticate with their Campus Connection credentials.

3. **Guest use (non-student, non-staff and non-faculty) of campus computers will be restricted to the designated computers in Stoxen Library.**

4. **No food or beverages will be allowed in the computer labs at any time.**

5. For the most part, the hours which the computer labs are open will coincide with the published library hours which may change slightly from fall to spring semesters and will be different during holidays and breaks. This principle will also be applied during the summer with some labs being closed for efficiency purposes if use is not needed. Computer lab hours will be regularly posted and will be included in the appropriate University publications for distribution. However, open hours for both the computer labs and the library will be evaluated on a continuing basis with the goal of meeting user needs to the greatest extent possible, and therefore, are subject to change.

6. All wiring for data circuits in campus buildings must be authorized by Information Technology Services before it can be connected to the campus LAN backbone.

7. Wireless access points, hubs and routers connected to the campus network must be authorized by Information Technology Services.

8. Procedures may include registration and/or authorization before devices access the network. If a device or user poses a threat or disruption it may be necessary to block the device or user or isolate network segments. Examples include unauthorized uses or unauthorized users, device may not meet requirements, or the device poses a threat to the network due to vulnerabilities, compromises, incompatibilities, or other reasons.

9. It is a violation of this procedure for any user to add or delete any application on lab computers.