Computer Classroom/Lab Policy

Introduction
Computer classrooms and labs, hereafter referred to as computer labs, provide basic, functional computer services that may include common software applications such as Microsoft Office, printing capabilities, and Internet access. Specialized and site licensed software may be available and should be coordinated through iTech. Open access/general use computer labs are open to all TAMUK students, faculty, and staff. Specialized computer labs specific to a college, department or course may be restricted to those areas. Computer classrooms are labs that are used for teaching and are academically scheduled in Banner and Ad Astra.

1. Purpose
The purpose of this policy is to establish rules that ensure the installation, operation, maintenance, and termination of computer labs comply with University security and acceptable use policies, to educate the individuals who may provide computer labs for the University community with their responsibilities associated with such provisions.

2. Ownership and Funding
The computer lab owner is the entity that is responsible for establishing, maintaining, and funding the computer lab. Any computer lab created, managed or otherwise assembled on campus under the custody and control of Texas A&M University-Kingsville is the property of Texas A&M University-Kingsville. This statement refers to the actual physical computers, network/communications equipment, and not to any intellectual property rights that may be granted to any recipients by virtue of other Texas A&M University-Kingsville policies, rules, or procedures.

3. Privacy
Users of information resources should have no expectation of privacy with respect to the use of such resources, including but not limited to email and/or any electronic files created, used, stored, sent or received on these devices. Information resources may be accessed as needed for purposes of information system administration and maintenance, resolution of technical problems, security monitoring, administrative review, compliance with court orders and System Internal Audit or State of Texas audits and compliance with Texas Administrative Code and other Texas A&M University-Kingsville policies.

4. Establishing – Computer Labs
4.1. An identified demand and budgeted resources (i.e., staffing and funding) are the basic requirements for creating, and maintaining a new computer lab.
4.2. The plan for a new computer lab must include:
   4.2.1. iTech approval
   4.2.2. Facilities approval
   4.2.3. Funding for network connectivity, on-going support, maintenance, and refresh
4.3. Virtual desktop technology may be an alternative for computers, and must be coordinated through iTech for approval. This technology simplifies the maintenance and management for the computer lab.
4.4. The computer lab will be setup with the latest Microsoft Operating System (OS) as supported by iTech. The Microsoft Campus Agreement will provide licensing for the OS and Microsoft Office. An exception is required for non-Microsoft operating systems.
4.5. General Requirements
   4.5.1. All computer lab computers will have the firewall enabled. The computers will also be required to be placed in the TAMUK domain. Anti-virus software licenses will be provided by iTech.
   4.5.2. iTech information security personnel have the right to audit the computer lab-related data and administration processes at any time.
   4.5.3. All computers in the lab will have an identical software image.
5. **Maintaining – Computer Labs**
   5.1. The computer lab owner is responsible for configuring and installing all software and hardware in compliance with University policies and procedures.
   5.2. Computer Lab Assistants may be responsible for providing end-user support for network access, printing, and basic application assistance.
   5.3. Computer labs will be placed on a four to five year refresh cycle and computers are to be replaced at least every five years.
   5.4. The computer lab owner will provide iTech the following information to post on the iTech web page: name of lab, number of computers, software provided, hours of operation, and any restrictions on use.
   5.5. All computer labs will be current with the latest iTech supported OS and anti-virus package.

6. **Terminating – Computer Labs**
   If computers are less than five years old and functional, they can be repurposed with approval from iTech. If the computers are not reusable, hard drives will be removed and computers will be removed by Property Management. Lab owner will adhere to university procedures for properly disposing of computers.

7. **Policy Violation**
   Violation of this policy may result in termination of the lab.