Open Computer Facilities Guidelines and Procedures

Morgan State University (MSU) Office of Information Technology (OIT)

The MSU open computer facilities are provided to support the academic computer needs of all currently enrolled MSU students. Use of the facilities for other purposes, commercial or otherwise, is prohibited. The rules below are intended to maintain an environment in the facilities where all students can work effectively. By using the computing resources, users acknowledge that the following rules have been read, are understood, and will be followed.

- Students must have their **MSU Bear Card** with them to use any MSU computer facilities. Students are required to Sign In for usage of the facilities.

- An account that allows access to the MSU computer facilities can be obtained by **currently enrolled MSU students**. However, this account is to be used only by the student to whom it is given. Students may not share their account with anyone else.

- Facilities patrons may not duplicate or use copyrighted materials without appropriate licenses and/or permission.

- All users must respect the privacy of others and exhibit courteous behavior while in the facilities.

- Facilities patrons are expected to maintain the decorum of a library at all times. No user may engage in behavior that will disturb or distract other students. **No cellular phone usage** is permitted in the computing facilities. Cell phones must be turned off or turned to vibrate or silent setting while you are using the lab. Calls should not be initiated or answered in the lab. Please step into the hallway when using a cell phone.

- **No food or drinks** are permitted for consumption in the computing facilities at any time. Food and beverage containers, whether empty or sealed, will not be allowed in the lab. Please cooperate and place these items in a backpack or book bag rather than on tables or on the floor.

- Changing the current hardware and software configuration is prohibited. To make specific or unusual hardware or software requests, contact the Facilities Coordinator for the facilities.
● Students may not use their own paper in the facilities, and must use the paper provided by the computing facilities. The Print Shop department located in the Montebello complex can accommodate special paper and printing needs.

● The use of any tobacco product in computer facilities is prohibited.

● Users may not leave their personal belongings unattended or leave their workstation unattended without logging off for any extended period (i.e., more than 20 minutes). MSU is not responsible for any items left unattended in the facilities.

● The repeated violation of facilities rules may result in computing facilities privileges being suspended.

● Users may not engage in behavior that creates a hostile atmosphere for other students wishing to use the facilities. For further explanation of this rule see below:

**Procedures Regarding Offensive/Disruptive Behavior in Computer Facilities**

● The open computer facilities at MSU are solely intended to support the academic computing needs of all students. Offensive behavior by some can create an environment that detracts from the ability of others to fully utilize the facilities. Loudness or otherwise creating a disturbance is behavior incompatible with the proper function of the facilities. People persisting in engaging in such impermissible behavior will be asked to leave.

● The open computer facilities at MSU exist to assist students in their academic work. This includes both formal assignments and informal supplemental learning and research. The use of the open computer facilities for non-academic purposes is prohibited. While offensive behavior is impermissible, using material, for academic purposes, that others might find offensive is protected by both the First Amendment and the MSU General University Policy. However, as MSU is a university community, the spirit of civility requires that all open computer facilities users show respect and consideration for the sensibilities of others.

● Students who are planning to work with material that others might find offensive or that may violate Title IX, including but not limited to vulgar language, explicit sexual material or material from hate groups -- should attempt, whenever possible, to use computers whose screens are least likely to be viewed by passersby. If a student is offended by material displayed prominently on a computer screen, he or she should inform the facilities staff who will resolve the problem based on procedures established by the
Open Computer Facilities Office. We all share the goal of keeping the MSU open computer facilities an environment where all students feel free to work. Your cooperation is greatly appreciated.

Morgan State University Open Computer Facilities depends on individuals using the resources appropriately and in accordance with general university policies and local, state, and federal laws. Examples of applicable laws, rules and policies include the laws of libel, privacy, copyright, trademark, and child pornography:

- **Morgan State University Technology Policies, Standards, and Guidelines**
- **MSU Code of Student Conduct**
- **MSU Sexual Harassment Policy**
- **18 U.S.C. Chapter 110, Section 2252A, and Keeney Memorandum**
- **Electronic Communications Privacy Act**
- **Computer Fraud and Abuse Act**

The Open Computer Facilities Coordinator will report infractions of these rules or guidelines to the Office of Student Affairs or the appropriate law-enforcement agency. Any infraction could result in the loss of computing facilities privileges and disciplinary action.