

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

FACILITIES POLICY/PROCEDURE

Subject: Computer Lab Use Policy

Background: The University Student Union (USU) at California State University, Northridge, provides student access computer stations and printing kiosks within the USU. To provide an environment that is safe and provides equitable access and promotes excellence, the following policies and procedures are developed for the computer lab.

Policy: Users of the computer labs are required to adhere to computing policies as set by the California State Universities and California State University, Northridge. Users must be a current CSUN student, Faculty, Staff, or Alumni with a CSUN email account to be eligible to use the USU computer lab and printing kiosks

The time limit for computer use is two (2) hours in the main lab, and ten (10) minutes with the printing stations, starting from the time the user logs on to the computer. Additional time will not be granted if the user leaves their workstation for any period of time during the allotted two hour or 10 minute periods. If a user plans to leave his/her workstation for more than fifteen (15) minutes while using a 2 hour workstation, the computer will be logged off automatically by the CSUN system and the workstation will be given to the next user waiting in line. Priority is given to users who need computers for academic purposes.

Printing is limited to 20 pages per day per student. The Computer Lab Technician will monitor the number of pages each student prints per day.

Patrons are not allowed to use non-USU computers in the lab.

*Recommended by the Facilities & Commercial Services Committee on December 4, 2015.
Approved by the USU BOD on February 22, 2016.*

PROCEDURES

CSUN students, Faculty, Staff, or Alumni will be assigned a workstation to log on to by using their Web portal “user name” and “password”. The CSUN email address can also be used as another means of logging onto a computer.

Non-USU laptops cannot be connected to the data port for security purposes however; wireless connection is available for this purpose.

A designated waiting line is used to keep track of users waiting to use the computer lab and to assist in assigning computers to users in line on a first come, first server basis.

In reference to the 20 pages per day per student policy, “pages” is defined as single-sided. Double-sided/duplex printing is measured as 2 pages printed per duplex page.

Skateboards, kick scooters and other large personal transportation devices may not be brought into the Computer Lab.

Locks may be rented by computer lab patrons who have need of temporarily storing their skateboards or kick scooters at designated racks outside of the lab. Locks may be rented no more than 24 hours at a time. In the event a lock is held longer than 24 hours, an email communication will be sent to the patron advising them of their expired time and ask that it be returned. Locks are provided at no monetary cost, however a CSUN Student ID or California State issued ID needs to be deposited at time of receiving the lock, and will be securely stored by the Computer Lab until the lock is returned.

The ADA access workstations are open for use by all patrons when these workstations are available and no students with an Assistive Technology Card (ATC) are waiting to use them. In the event that there are other computers available, and a student with an ATC asks to use an ADA access workstation, the student presently using the ADA access workstation will be asked to relocate to another available computer. In the event that no other computers are available and a student with an ATC card asks for use of the ADA access workstation, the student presently using the ADA access workstation will be allowed to close up their remaining work and then be put at the front of the waiting line to obtain the first available computer workstation.

The computer lab may not be reserved however the USU Instructional Training lab with 24 workstations inside the USU computer lab may be reserved consistent with the USU Reservations & Event Services (USURES) policy through the USURES office.

Food and open-top drinks are not allowed in the computer labs.

The USU Computer Lab is considered to be a quiet study area. Put all cell phones on vibration/silent mode. Phone call conversations are not allowed inside the computer lab.

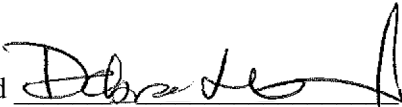
Personal data storage devices such as USBs or external hard drives that are left behind by lab patrons may have their file contents examined in an attempt to identify their owner. If an owner is identified, a Computer Lab Technician may attempt to contact him/her via their official CSUN email address with instructions to pick up their device.

Lab patrons listening to music in the computer lab are required to use headphones. Headphones for the purpose of listening to the music are not furnished by the USU.

It is recommended that documents be saved before leaving or logging off from the computer workstation.

Failure to adhere to these policies may result in the loss of lab use privileges.

Exceptions to the policy can be made by the USU Executive Director or designee.

Signed 
Debra L. Hammond,
Executive Director

Dated 9/6/16