6.07 COMPUTER LABS

Approved by Administrative Council on August 8, 2006

PURPOSE

Yakima Valley College (YVC) provides students access to sophisticated computing technology resources in numerous labs and computer classrooms throughout the college. Because the student population on campus is very dynamic and diverse, it is imperative that careful articulation of the policies, procedures, expectations, and standards for use of these resources be provided to them, and to the YVC staff and faculty who support those students in their educational endeavors. This procedure is intended to meet that imperative, and to provide all college users with guidelines for responsible and appropriate use of these college computing and technology resources.

This procedure supplements YVC Administrative Procedures 6.02 Acceptable Use of Technology Resources, 6.04 Acceptable Use of the YVC Network and Data Management Systems, and 6.03 Acceptable Use of YVC Computers. All of the tenets of those procedures, and any other applicable YVC policies, procedures, and/or standards apply to the use of the assets defined in this procedure. YVC, through its administrative representatives, reserves the right to determine, at any time, what constitutes appropriate use of YVC technology resources and the YVC network resources, access and/or any technology services provided by YVC.

SCOPE

This procedure applies to all YVC employees, students and/or non-employees who may be authorized to use any YVC computer labs, as defined by this procedure. Individuals will be notified in writing of these policies before being granted permission to use the lab resources.

It is not the intent of this procedure to limit academic freedom in any way, but to provide an appropriate avenue for the proper exercise of those freedoms.

PROCEDURE

Authority

The primary responsibility for all aspects of the operation of computer labs rests with the Director of Technology Services. The Director has the authority to interpret this procedure, all YVC IT security policies, procedures and standards, and any directives from the state or the college administration regarding student computing, the physical and virtual facilities used to support student computing, and the YVC network.

The Director of Technology Services, and/or an authorized designee, may post in any computer lab those signs, posters and announcements necessary to provide the users of that lab with the information required to properly use the lab resources, and/or to comply with the responsibilities and expectations of YVC policies and procedures. These postings may be made through traditional print means, or by electronic means, and may include policies, procedures, and standards and excerpts of policies, procedures or standards usage requirements and/or any other information deemed appropriate by the Director.

Use of YVC Computer Labs

The primary purpose of the YVC computer labs is to provide computing technology resources for students and to facilitate the exchange of information related to, and in furtherance of, the education, research, public service, and administrative missions of the college. The use of YVC Computer Labs will be consistent with all YVC policies, procedures and with the purposes and objectives of YVC, the community and Technical College system (see Washington State Executive Order 91-10, Sec. III [A] and RCW 42.52). YVC users will also apply this procedure when using a technology resource provided in a YVC computer lab to navigate through networks or computing systems beyond the local system.

The goals of this procedure are to:

1. Provide a computer lab environment across campus that is supportive of learning.
2. Help assure the integrity and reliability of the YVC internal networks, hosts on those networks, and any technology resource connected to them.
3. Ensure the security and privacy of the YVC computer systems and networks.
4. Establish appropriate guidelines for the use of YVC-owned technology.

Authorized users of YVC Computer Labs may:

1. Use YVC-owned computers, programs and data at the individual's authorized access level.
2. Use YVC-provided networking, including access to the Internet.
3. Use computing and networking facilities and resources in a manner that is consistent with the mission and educational purpose of YVC.

Using YVC technology resources for uses and/or communications that are specifically prohibited in the YVC Administrative Procedure 6.02 Acceptable Use of Technology Resources, or which violate any other YVC policy or procedure and/or state and federal rule or law is strictly forbidden.

Those specifically prohibited uses of any YVC technology resource include:

1. Subverting, attempting to subvert, or assisting others to subvert or breach the security of any YVC network or technology resource, or to facilitate unauthorized access.
2. Use of any YVC technology resource to create, disseminate or execute self-replicating or destructive programs (e.g., viruses, worms, Trojan horses).
3. Participating in activities involving disclosure or masquerading as defined in this procedure.
4. Viewing, copying, altering or destroying data, software, documentation, or data communications belonging to YVC, or to another individual, without permission.
5. Individuals allowing another individual (authorized or not to use the YVC technology resource) to use their login account password.
6. Using YVC computing resources for personal or private financial gain without written authorization.

Access to Computing Labs

YVC computer labs are open only to authorized faculty, staff, and currently enrolled YVC students. Faculty and staff may only use YVC computer labs in furtherance of their support of the learning objectives of YVC students. YVC computer labs will not be used to perform duties or tasks normally performed in the employee's office environment.

All lab users must agree to and abide by all YVC policies and procedures, including YVC Administrative Procedures 6.02 Acceptable Use of Technology Resources, 6.03 Acceptable Use of YVC Computers, and
6.4 Acceptable Use of the YVC Network and Data Management Systems.

Access to any YVC computing lab is controlled by login and password-secured accounts managed through the YVC Labs network. The procedures to obtain permission to use the computer lab resources and the YVC network are described under "Procedures" below.
Permission and privileges to utilize these student computing facilities may be withdrawn for any violation of YVC IT security policies, standards or procedures. The process provided to adjudicate the loss of these privileges is described under "Procedures" below.

YVC LABS Network
Most computer labs, computer classrooms, and multimedia classrooms at YVC are connected to the YVC LABS network.

Labs and Classrooms
YVC provides four different types of computing facilities for use in supporting student learning on campus. These policies apply equally in all these facilities, unless exceptions are otherwise specifically stated. These facilities are: multimedia classrooms, computer classrooms, specialized computer labs, and open computer labs.

Multimedia Classrooms
Multimedia classrooms on campus provide multimedia capabilities for instruction from a single, centralized instructor station. These rooms are scheduled for use in the same manner as any other classroom at YVC following standard YVC policies and procedures. Requests for installation of software on any computing resource in a multimedia classroom will follow the process described in the "Procedures" section below.

Computer Classrooms
YVC has available computer labs for use by instructors wishing to provide hands-on technical instruction in a classroom environment. These labs are only available for use during those times that have been specifically scheduled. The processes for scheduling the use of available computer classrooms and for requesting installation of software on any computing resource in a lab are described in the "Procedures" section below.

Specialized Labs
YVC has a number of computer labs dedicated to specific programs on campus and equipped with specialized hardware and software devoted to supporting the program's unique educational mission. These labs support such varying disciplines as Information Technology, Music, Math, Writing, Chemistry, Physics, and are often assigned to students as a part of their regular class work. These labs are staffed by faculty and/or lab assistants who provide additional tutorial assistance within the program's specialty.

Use of these labs may be restricted to users taking the specific classes supported by the facility, and/or to users who have paid a separate, specialized lab fee. Anyone interested in using a specialized lab resource

should contact the specific lab for hours of operation and the requirements for use.

Open Labs

All computers in a YVC open lab will have a standard software image containing the general productivity software used on campus. Most of the campus specialized software applications will be installed in the lab unless, or until, it compromises the system. Because of the expense of licensing software, there may be limited copies of most specialized software available. Information concerning what specific software is installed on which specific machines in an open lab will be made available from Technology Services.

Computer Lab Technicians/Work Study Students

Technology Services is responsible for hiring, training, and supervising most computer lab technicians/work study students. The primary exception is those technicians in specialized labs: this hiring may be done either by the division primarily using that resource or by Technology Services in consultation with the division. Computer lab technicians in the open labs are available to provide users with assistance in using the hardware and software, but are not tutors, but may provide assistance to students working on assignments. Work study students are specifically prohibited from working on student assignments. In specialized labs, technicians may perform tutorial functions, as well as technical support functions.

Security Rights

YVC LABS users are granted standard security privileges, or access, to the computing equipment in YVC computer labs sufficient to accomplish their educational goals. Additional security privileges, if needed, can be requested from Technology Services; individual decisions to elevate security rights will be made by the YVC LABS network System Administrator. The business impact of the request will be considered and will be balanced against the potential risk and threat to the YVC network, using the YVC IT Security Standard 6.54 Security Privileges as a guideline.

Sensitive Materials

All YVC computer labs are considered shared public places. Users should be aware that some materials accessed on the Internet may be considered controversial, offensive, inappropriate, or inaccurate. YVC asks users, out of consideration for others, to take care not to display, or broadcast in any YVC-shared public place, any images, sounds, or messages that could create an atmosphere of discomfort, harassment or intimidation for others, and to refrain from transmitting such images, sounds or messages to others using YVC computing resources. Viewing materials which create a hostile work environment will not be permitted. Violations of this prohibition may result in action as described in the "Investigations" and "Sanctions" sections below.

In some situations, the display or broadcast of such materials is necessary to further a legitimate educational purpose. In these cases, YVC asks that users be sensitive to the public nature of shared facilities and make arrangements to access these materials in a private environment.

General Lab Rules
Prohibited Uses

Computing labs will only be used for legitimate academic purposes. Food, drink, smoking, bicycles, and pets (appropriate guide-animals are exceptions) are not permitted.

Noise

All YVC computer labs are intended to be quiet work and study environments, similar to a library. YVC does offer an open computer lab in which students may collaborate on projects/assignments Users are encouraged to:

1. Avoid excessive noise, keeping the level of conversational noise at a minimum.
2. Turn off or set cell phones and pagers to vibrate.
3. Take cell phone conversations outside the lab.
4. Use headphones any time music or other sounds are played, either from the computer or from personally-owned devices.

Violations of this prohibition may result in action as described in the "Investigations" and "Sanctions" sections below.

Children in Labs

YVC Computer Labs are learning resources whose primary audience is adults. Children under the age of 16 will not be allowed in any YVC Computer Lab unless specific written authorization has been granted by the Director of Technology Services as defined in WAC 132P-40-001 and YVC Administrative Procedure 5.01 Code of Student Rights and Responsibilities. The primary exception to this is when they are registered for an event or class. Violations of this prohibition may result in action as described in the "Investigations" and "Sanctions" sections below.

Operating Hours

Lab hours will be posted in each lab, and on the YVC Web site. All users shall complete their work, including obtaining any printouts, before closing time. Users are not permitted to stay in the computer lab areas after closing time. Refusal to comply may result in action as described in the "Investigations" and "Sanctions" sections below.

Printing

Printers are provided in most YVC computer labs as a privilege for student use only; faculty should never print in a lab. Because printing costs are the single highest expense in maintaining the YVC computing resources, users should exercise discretion in the use of printers in computing labs. Most programs have print preview functions which should be used prior to printing any final document.

Print usage on the YVC LABS network will be actively monitored for abuse. Those users identified as printing excessively will be notified and asked to comply with this procedure. Refusal to comply may result in action as described in the "Investigations" and "Sanctions" sections below.

Data Storage

Users may not store any files on the hard drives of any lab computers without specific permission from Technology Services. Faculty may, for a class in which the ability to store files locally is a part of the classroom curriculum, negotiate blanket permission to do this for students enrolled in their class. Users are encouraged to save often and to make frequent backups of their storage media.

Bumping

All computers in an open lab are available on a first-come, first-serve basis. Users accessing software available on another open computer may be asked by lab assistants to vacate a computer with specialized software required by another

user and to move to another computer which provides the software they need. Refusal to comply may result in action as described in the "Investigations" and "Sanctions" sections below.

Lost/Stolen Property
YVC cannot be responsible for lost or stolen items left in any lab. Items found in the labs will be sent to the Campus Security office. Users should label all media with their name for easy identification, if misplaced.

Aggressive Behavior
Aggressive behavior will not be tolerated in any YVC Computer Lab. If necessary, lab assistants will report incidents that cannot be resolved in a quiet, orderly manner to the lab manager and/or to Public Safety, if needed. Refusal to comply may result in action as described in the "Investigations" and "Sanctions" sections below. Problems will be referred to the Dean of Student Services for resolution.

Clean workspaces
For safety reasons, it is important that computer lab users keep aisles clear of books and backpacks. Additionally, coats or backpacks may not be placed on computers or on tables that have been provided as workspaces in the labs. Any materials brought into a computer lab should be taken out when the user leaves. After classes held in computer labs, instructors will clean any whiteboard and ensure that students have cleaned their workspaces.

Equipment in Labs
No equipment in any classroom lab may be relocated within the classroom or removed from a lab without permission of the Director of Technology Services. This includes all computer hardware, including monitors, mice, keyboards, and peripheral devices, such as surge protectors or printers. No user should disconnect any technology resources from any computer or network connection, nor move any tables upon which computing equipment rests without prior approval. All damaged equipment discovered in any lab should be reported to a lab technician/assistant, if present, or by the instructor to Technology Services in the case of unattended labs.

Unattended Workstation Security
Users logged into a computing resource in any YVC lab who physically leave the workstation they are using will electronically lock the computer, if possible. Under no circumstances will users leave a computer unattended for more than 15 minutes. Users should never leave their workstation unattended without first saving any data upon which they are working.

If a computer in the open lab is left unattended for more than 15 minutes, lab assistants may log the user off the computer to make it available for other users. Any personal effects in the area of the computer will be moved behind the counter for safekeeping until the owner returns. YVC is not responsible for personal effects left in computing areas.

Hacking
Unauthorized access to accounts, files or data held on YVC computing systems, or the use of YVC computing systems and networks to access any other system without authority is a violation of these policies/procedures and potentially a criminal offence. Such unauthorized access is prohibited, and will be dealt with as

described in the "Investigations" and "Sanctions" sections below.

RESPONSIBILITIES

All users of the YVC computer labs have a responsibility to know, understand, and comply with this procedure, to understand their responsibilities, and to meet all the expectations of this and all other YVC IT Security policies, procedures, and standards. These responsibilities include assumption of any civil and/or criminal liability which may arise from their individual use or misuse of YVC technology resources.

Yakima Valley College and its representatives also have responsibilities under this procedure. These include the responsibilities for the logging and monitoring of the network and computing systems, and for the monitoring of electronic messaging systems as enumerated in the YVC Administrative Procedure 6.02 Acceptable Use of Technology Resources. Additional specific responsibilities include:

Procedure Maintenance

1. **Technology Services (TS)**
   Responsibility for maintenance and administration of this procedure rests with the Director of Technology Services. TS is responsible for reviewing and approving any updates and changes to this procedure. TS may also distribute the procedure for campus review and will submit it for final approval by the college president. Once the procedure has been approved, TS will announce the new or revised procedure to the campus providing a brief description of the procedure and its implications for employees and other affected individuals or groups.
2. **Human Resources (HR)**
   The Director of Human Resources is responsible for reviewing any updates and changes to this procedure in light of current policies and procedures, providing input on the procedure and its implications for employees and other affected individuals or groups.

PROCEDURES

These procedures apply to all YVC employees, students and non-employees who may be authorized to use the YVC computer labs. Compliance with these procedures will assure the integrity and reliability of these resources.

Account Management

Creation of accounts for the YVC LABS network and for the computer labs at YVC are handled differently than are those accounts for the YVC_NT administrative network. However, the creation and use of these accounts are consistent with the practices and policies in place on the YVC_NT administrative network.

Student Permission

for Use Network

Only students enrolled for the current quarter will be authorized to use any YVC network resource, including computers. Student accounts will not have sufficient privileges to access the YVC_NT administrative networking domain or administrative computers. Security measures on the YVC network will ensure this separation is maintained. Therefore, a formal written request and

approval process for creating student accounts is not required.

The specific procedure for creation of student user login/e-mail accounts for use on the YVC LABS network will be at the discretion of the YVC LABS Network Administrator, with the approval of the Director of Technology Services.

1. Accounts may be requested by students and, when possible, processed, strictly by electronic means.
2. Student users must be notified of, and are expected to abide by, all expectations, responsibilities and guidelines of this procedure, any other applicable YVC policies, standards, procedures, and applicable state and federal laws and rules.
3. A student account may not be created on the YVC LABS network until the YVC LABS Network Administrator has verified the student has read and agreed with this procedure.
    a. This notification and confirmation may be in electronic format and may be done with the use of a Web-based form requiring electronic acknowledgement by the student when requesting an account (using the information contained in the YVC Acceptable Use Procedure Agreement Form).
    b. Login Banners that must be acknowledged before use of YVC network or computing resources, containing the same textual information, may also be used.
4. Student users will be notified of the YVC IT Security Standard 6.49 Password Management, and will be expected to comply with its Password Security section.
5. Accounts and passwords of students not registered for the subsequent quarters will expire and will be disabled at the end of the last day of the quarter during Fall, Winter and Spring quarters.
6. At the end of the last day of Summer quarter, all student user accounts and passwords will expire and be disabled.

Technology Services will maintain an electronically accessible copy of this procedure and any related procedures and standards on the MyYVC Technology Services Helpdesk Web site and a printed copy in the Technology Services office on the main campus, and the Technology Services Support office on the Grandview Campus.

Non-network

Some computers provided for student use may not be attached to the YVC network. These may either be set up with a generic login account, or may require the use of an appropriate student login account, depending on a security analysis of the purpose of the computer. If individual login accounts are required to access these resources in order to protect these resources from misuse and/or accidental damage, the same procedures as that for requesting network login accounts will be followed, despite their lack of actual network connectivity.

Employee and Non-Employee Permission

for Use Network

Before using any YVC network resource, including computer labs, YVC employees and non-employees must have signed the YVC Acceptable Use Procedure Agreement Form, as described in the "Procedures" section of YVC

Administrative Procedure 6.04 Acceptable Use of the YVC Network and YVC Data Management Systems. Once this has been done, the user may request an account on the YVC network in person at the Technology Services office.

Non-network

Some YVC-owned computers in labs or classrooms may not be attached to the YVC network. However, to protect these resources from misuse and/or accidental damage, these resources will be configured by TS technical support personnel, or an authorized designee, to require the use of login accounts. The same procedures for requesting network login accounts will be followed for this type of resource despite their lack of actual network connectivity.

Additional Accounts

Students

Temporary login accounts may be created by the YVC Network Administrator for use during the first week of any quarter in a specific classroom to allow student users a few days to acquire their personal accounts. These accounts will be limited to the specific room, but may be used concurrently on as many computers as are in the room. Blank passwords will not be allowed for these accounts.

Instructors

A single, generic local instructor login account and password may be created to provide faculty access to the computers in podiums in the electronic classrooms and labs across campus. This account will have local standard user access privileges only.

Software Installation and Access

System administration, installation, upgrading, and removal of software (including plug-ins and system patches), and repair of all YVC lab computers will be done by authorized YVC TS technical support personnel, or authorized designees. Users authorized to use the YVC Computing Labs will not install any software applications, upgrades, patches or add-on software to any lab computer. Violation of this prohibition will result in loss of computer lab privileges.

Software installed in computer labs and electronic classrooms at YVC will be compliant with all policies and procedures regarding software installations detailed in the YVC IT Security Standard 6.58 Software Management, and with the YVC Administrative Procedure 6.06 Software Licensing Compliance.

In addition:

1. YVC will not allow illegal copying of software. Any software use in YVC computer labs which does not adhere to the YVC Administrative Procedure 6.06 Software Licensing Compliance is strictly prohibited and is grounds for disciplinary action and/or criminal prosecution. For employees, violations will be treated in accordance with Human Resources policies and procedures; for student violations the disciplinary policies and procedures established by the Director of Technology Services will be followed.
2. Computers in computing labs have been configured in accordance with the academic needs of the students using the specific facility. Tampering with the files on any fixed or network drive, or any malicious mischief with any hardware or software, is grounds for disciplinary action.

3. Any programs, files or documents downloaded from the Internet may not be stored or run on computer lab machines.
4. Personally-owned program disks are not allowed in any lab. Lab assistants may ask any user to present any disks or peripheral storage devices for verification that they are indeed data disks.

Installation Requests

YVC will provide a standard package of software applications in each computer lab. Generally this will include at least a word processing program, a database program, a spreadsheet program, and software with which to access the Internet, if such access is available in the lab. Some specialized labs may not include this generic software.

Instructors wishing to make additional software applications available to their students for educational purposes, either in the open lab, in electronic classrooms, or in computer classrooms, may request such installation.

1. Such requests may only be made by YVC faculty or staff.
2. Generally, software installations for labs must be requested to TS at least one quarter in advance of the required use, in order to provide YVC technical support personnel the opportunity to test the software for functionality and for compatibility with the installed software base on the computers for which it is intended.
3. Sufficient notice prior to expected use is required for software installations in electronic classrooms.

Instructors may request that a specific number of copies of any application be made available for student use in the open lab. The open lab will maintain a minimum number of installations of copies of all software applications installed in any other classroom or lab on campus, provided a sufficient number of licenses are available.

1. Shareware software will not be installed in YVC Labs and/or a classroom unless the appropriate number of licenses is purchased in compliance with the manufacturer's licensing agreement and the YVC IT Security Standard 6.58 Software Management.
2. Demonstration and/or trial software may be installed in a lab or classroom podium for the purpose of demonstration only, if such installation is compliant with the software licensing agreement. Demonstration software may not be installed on the student computers in a lab; such use would constitute a hands-on, production use of the software.
3. Students are not permitted to install software on any YVC-owned computer on campus unless such installations are a pre-authorized part of curriculum.

Lab Scheduling

1. To schedule a lab for use as a full-time classroom during the quarter, instructors should contact their administrative assistants or program assistants. Division assistants may consult with Technology Services to resolve instructor technical needs.
2. To schedule a lab for use during the quarter on a part-time or one-time basis, instructors or their representatives should contact Technology Services, by calling the Helpdesk, or in person. Labs available for periodic use are scheduled on a first-come, first serve basis, so instructors should make such requests in as timely a manner as possible. If an instructor needs software installed for their scheduled time in these labs, a request should be made in accordance

with the "Installation Requests" section of this procedure.

Lab Rentals

YVC allows outside entities to take advantage of the excellent resources available in its computer labs by renting available facilities when those resources are not in use by the college. The policies, procedures, and standards related to the rental of YVC computing facilities are described in the YVC Administrative Procedure 6.08 Computer Facilities Rental.

Connection of Personal Computer/Telecommunications Equipment

YVC users may connect personal workstations to the YVC network for short-term use in YVC computer labs. The processes, procedures and requirements enumerated in the YVC IT Security Standard 6.22 Connecting Non-YVC Computer/Telecommunications Equipment to YVC networks must be fulfilled before this type of connection may be made.

In addition, wireless connectivity is available in some YVC computer labs. The processes, procedures, and requirements for making such connections to the YVC network are spelled out in the YVC IT Security Standard 6.68 Wireless Network Configuration. YVC technical support personnel will provide information only and will not support or configure non-YVC equipment.

Reporting Problems in Labs

Technical problems in a computer lab staffed by a YVC employee, such as the open lab or specialized labs, should be reported to attending staff, who will ensure the problem is reported to the appropriate YVC technical support personnel. In un-staffed multimedia classrooms or computer classrooms being used by a class, any technical problems with computers should be reported to the instructor responsible for the lab. Instructors should report technical problems to Technology Services Helpdesk.

Power Outages/Backups/Saving

Computers cannot work without electrical power. Though every precaution has been taken to reinforce the YVC power grid supporting the computer labs, occasionally the campus suffers power outages without warning. If a computer loses power, any data that is not saved will be lost. Therefore, it is important that each user using the resources available in the YVC computer labs to save their work frequently. It cannot be assumed that the computer or the software being used is automatically saving data

In addition, magnetic digital storage media, such as floppy disks, zip disks and even hard drives, sometimes inexplicably lose data. This can be a catastrophic experience

if a user has not sufficiently made backup copies of their data. In addition to frequently saving their work, Computing Services encourages computer lab users to make backup copies of any important data.

Physical Security

1. All computer classrooms and labs will be locked when not in use.
2. The primary means of access control to computer labs and classrooms is through the

use of traditional metal keys and/or key cards that are individually assigned to authorized YVC employees. Supervisors should contact the Campus Security office if a user needs to be permanently assigned a key to a room; issuance of such keys will follow the YVC College Keys Policy. If a user needs to check a key out for short-term use, the key may be acquired through Campus Security office or their designee after completing the appropriate paperwork.

3. All use of YVC computer labs must be supervised by authorized lab staff, teaching assistants, and/or faculty. Instructors scheduling the use of a lab must be present at all times while their classes are using the facilities.

   a. Exception: As described in the section entitled "Labs and Classrooms" above, certain specialized labs are designated for the use of students enrolled in specific courses and curriculum. Some of these labs located in the Technology Complex (T Building) house computers with very specialized software installed.

      i. A list of classrooms available use, the programs supported, and currently authorized students is available from Technology Services.

      ii. Students must be currently enrolled in the program the particular classroom/lab supports. For instance, students in an IT related program can use the IT labs.

      iii. The classroom/lab may only be used when it is not in use by a scheduled class and only during open lab business hours.

      iv. An authorized student desiring to use an open lab, must sign-in at the TutorTrac desk in the open lab and place their current YVC Student Identification Card in the card holder on top of the computer monitor at which he or she is sitting at. The labs cannot be used without a valid YVC Student ID card.

      v. Open lab personnel will unlock the room and let the student in the classroom/lab, locking the door afterward. It is strictly against this procedure for any student to allow any other student into the classroom/lab; all access will be processed through the open lab.

      vi. When finished using the open lab classroom, the student will retrieve their student ID card, and return to the TutorTrac Station to sign out.

Logging and Monitoring

All individuals using the computer systems and network in the YVC computer labs, classrooms, and multimedia classrooms are subject to having their activities monitored and recorded. In the course of monitoring individuals who are improperly using this system, or in the course of system maintenance, the activities of authorized users may also be monitored. Use of the systems will be considered express consent by the individual to such monitoring. If such monitoring reveals possible evidence of inappropriate activity, system personnel may provide the evidence to YVC management and law enforcement officials.

YVC Technology Services (TS) personnel authorized by the YVC IT Security Administrator or his/her designee will actively scan the YVC network and all YVC-owned computers to ensure compliance with this procedure.

Investigations

YVC reserves the right to investigate and act when an individual misuses any YVC technology resource. Any complaint, either from inside or outside YVC, arising from a user's activities in a YVC computer lab may be cause for immediate suspension of computing privileges pending an investigation.

Because all YVC computer labs are networked through the YVC network, the Network Administrator, or any other individual authorized by the Director of Technology Services, is allowed to inspect, copy, remove, or otherwise alter any data, file, or system resource which may undermine the authorized use of any YVC computer lab, the YVC LABS network, or the YVC_NT administrative network, and may exercise any other rights necessary to protect YVC computing facilities.

YVC accepts no liability for interference with, or loss of, any files, programs, or data belonging to any user resulting from efforts to maintain the privacy and security of its computing facilities.

If the purpose is related to an investigation of a suspected illegal act or violation of YVC Policy, the System Administrator, or his/her designee, may gather the specific materials with or without notification to the user.

1. Materials so accessed may either be copied or removed from YVC systems.
2. Copies of all materials related to the investigation will be retained by the System Administrator.
3. Any individual's network use privileges on the YVC network may be suspended or reduced immediately upon the discovery of a possible violation of this procedure. Every attempt will be made to notify the individual immediately of this suspension, unless to do so would jeopardize any on-going investigation. These privileges may be temporarily restored at the discretion of the Director of Technology Services pending resolution of the situation.
4. Such suspected violations will be confidentially reported to the appropriate administrators.
5. Appropriate disciplinary action will take place under the direction of the Dean of Student Services in situations where a violation is confirmed.
6. If the student is cleared of any wrong-doing at the conclusion of the investigation, his/her privileges will be restored and he/she will be given the opportunity to change their password, if desired.

Sanctions

The policies and procedures which have been put into place to govern the use of YVC computer labs are serious matters. Those users who violate these procedures, who misuse or abuse any computing or network facility, or who commit any prohibited act described in the YVC Administrative Procedure 5.01 Student Code of Rights may have their login accounts closed and access to the systems immediately terminated. Among others, prohibited acts likely to occur in a computer lab include:

1. Entering any locked or otherwise closed college facility without permission.
2. Intentional or negligent damage to any college facility or other public

       or private real or personal property.
3. Failure to comply with the directions of college officials acting in the performance of their duties.
4. Engaging in disorderly or abusive behavior which interferes with the rights of others, or which obstructs or disrupts teaching, research, or administrative functions.

Such violations may result in the individual being asked to leave the computing facility and/or an immediate response from Campus Security. These violations will be dealt with in the same manner as violations of other College policies or procedures, and may result in disciplinary review as described in the YVC Administrative Procedure 5.01 Student Code of Rights. In such a review, the full range of disciplinary sanctions is available, including:
1. Permanent loss of computer use privileges; Disciplinary action – any disciplinary action will be taken in accordance with appropriate procedures as established by the Director of Human Resources or applicable collective bargaining agreements (for employees) or the Dean of Student Services (for students); and/or
2. Dismissal from the college; and/or
3. Referral to the Washington State Ethics Board; and/or
4. Legal action.

Some violations of this procedure may also constitute a state, local, or federal criminal offense.

DEFINITIONS
All terms defined in YVC Administrative Procedure 6.02 Acceptable Use of Technology Resources are applicable in this procedure. In addition, the following are defined:

Software
Unless otherwise stated, "software" refers to and includes all freeware, shareware, and third-party products, as well as commercially acquired products.

YVC Network
This includes the YVC_NT Administrative and YVC LABS Academic Local Area Networks (LAN), the Wide Area Networks (WAN) supporting sites separated from the main YVC campus, Internet connectivity, networked infrastructure devices such as hubs, switches and servers, and routers, CTC-Net, and all other computers, networks and Electronic Messaging Systems operated for the benefit of YVC employees and students.

YVC Technology Resources
Includes, but is not limited to, YVC-owned desktop, laptop or mainframe computer hardware or software; software licenses; workstations; data systems; personal digital assistants; electronic messaging systems; E-mail systems; pagers; telephones—both wired and cellular; SCAN services; voice mail systems; fax machines; YVC network resources, whether wire-based or wireless; Internet connections, accounts or access; and documentation photocopiers authorized by YVC to be used by employees, students and/or other campus users.

Disclosure
This occurs when an unauthorized user gains access to information. Disclosure often occurs when messages are forwarded to unauthorized users.

Masquerading

This is when a user presents him/herself to the system as another user. This may be done in order to gain unauthorized access to information or resources, to disseminate (mis)information in another's name, or to block or deny a system from operating correctly.

Unauthorized Access
Includes gaining access to accounts, resources, messages or files to which one is not granted privilege by the owner or sender.

RELEVANT LAWS AND OTHER RESOURCES
Revised Code of Washington http://apps.leg.wa.gov/rcw/
Washington Administrative Code
http://apps.leg.wa.gov/wac/
Washington State DIS IT Security Policy
http://isb.wa.gov/policies/security.aspx Washington State DIS IT Security
Audit Standards http://isb.wa.gov/policies/security.aspx Washington State
Ethics Board http://www1.leg.wa.gov/LEB/

YVC POLICY AND PROCEDURES
YVC Administrative Procedure 5.01 Code of Student Rights
YVC Administrative Procedure 6.02 Acceptable Use of Technology Resources
YVC Administrative Procedure 6.03 Acceptable Use of YVC Computers
YVC Administrative Procedure 6.04 Acceptable Use of YVC Network and Data Management Systems
YVC Administrative Procedure 6.06 Software Licensing Compliance
YVC Administrative Procedure 6.08 Computer Facilities Rentals
YVC IT Security Standard 6.22 Connecting Non-YVC Computer/Telecommunications Equipment
YVC IT Security Standard 6.49 Password Management
YVC IT Security Standard 6.54 Security Privileges
YVC IT Security Standard 6.58 Software Management
YVC IT Security Standard 6.68 Wireless Network Configuration

Revision Log

Date	By	Notes

Procedure Contact: Director of Technology Services