Policy For Use Of Computers In Wissink Hall 366 and 379 Lab

Two computers have been placed in Wissink Hall 366 for nursing student and faculty use. There are also two computers in Wissink Hall 379-1 for nursing student and faculty use. The primary purpose of the computers is to provide students with access to computers to aid in fulfilling course requirements. The use of the computers includes

- Psychomotor strategies testing
- Online research related to course materials
- Online evaluations of nursing courses
- Accessing online courses through D2L

The computers are generally accessible Monday through Friday from 8 am to 4 pm. The computers and/or rooms may be reserved by faculty for educational purposes. Use of the computer for Internet browsing and accessing personal email for purposes unrelated to one's academic study should be avoided. SON faculty, scheduled classes and student meetings will have priority use of the rooms. Students may signup to use the computers in the scheduling book kept in WH 360. Time spent using the computer (excluding, psychomotor strategies testing or a specific-nursing assignment) should ordinarily be limited to 30 minutes.

Storage of Information: NO files are to be saved on the hard drives. Software should not be installed on the computers without permission from School of Nursing personnel. Software programs or other files also are not to be downloaded from the Internet. Students may save files to personal jump drives. School of Nursing personnel will assume no responsibility for personal ~~disks~~ jump drives.
Printers/Paper: The computers are connected to an ink jet printer. Printing is to be limited to printouts generated by specific School of Nursing assignments only. Printing multiple copies, long web documents, etc. should NOT be done!

Maintaining the work environment: Upon completing tests, assignments/tasks, students should close all software programs and leave the computer screen displaying the Windows desktop. Students should be extremely cautious not to leave their connection to the Internet, Ucompass Educator, or email accounts active. Users are expected to clean/straighten up their work area and printer area when they are through. Chairs should be placed under the desktop. Recycle paper as appropriate.

Contaminants: There is to be **no** eating or drinking while using the computers.

When Problems Occur: Anyone experiencing any problems with hardware or software is to inform an administrative assistant in the School of Nursing. No attempts should be made by the user to correct the problem without supervision

Computer Use Policy Approved: Admission and Progression Committee, 11/02