Code of Conduct Rules for Use of Computer Labs 39 and 40 in the Levin College of Urban Affairs

The Levin College of Urban Affairs pledges to provide an atmosphere conducive to study, reading, and the legitimate use of materials, equipment, and services. To foster this environment, it is necessary that all users act in a manner that is considerate of others. Any behavior or condition that disrupts the orderly use of the Levin Computer Labs that could constitute harassment, or that affects the staff's ability to provide service, is prohibited and will be handled by the appropriate enforcement authority.

The computer labs located in the Levin College are for the expressed purpose of supporting Levin College of Urban Affairs students. These labs are restricted to Levin students' use. The College reserves the right to ask lab users to show their CSU Viking Card ID and upon request, users will be expected to comply. Refusal to comply with this request may result in a referral to the Campus police. The Student Conduct Code outlines expectations for students as well as the process to be followed should violations occur.

Adherence to the rules of good conduct outlined here will assist in providing a pleasant atmosphere for lab use.
- Because the computer labs are specifically for completing assignments, noise is discouraged. Quiet conversations and headsets are acceptable in the collaborative lab, which usually is Lab UR 40. Lab 39 is usually designated as a "quiet" lab meaning no talking or collaborative work and the lab monitor(s) will enforce this. Lab 40 will be used for classes offered through the Department of Urban Studies. Signs posted in each lab (UR 39 and UR 40) indicate whether the lab is quiet or collaborative.
- Other disruptive behaviors, such as loitering, blocking access, making disruptive noises, using or being under the influence of alcohol or illegal substances, using abusive language, and threatening or harassing others are prohibited.
- Shoes and shirts must be worn when visiting the labs.
- **Food and drink are not permitted in the computer labs.**
- Students will have access to printers in the lab according to university policies and account limits. Items printed but not retrieved by the end of lab hours each day will be discarded/recycled.
- Children are not permitted in the computer lab unless accompanied by an adult. Children are not permitted to use the equipment, bother other lab users, engage in loud conversation, or be left unattended. Parents, guardians, and/or the accompanying adult will be held responsible for their children's behavior and actions and any resulting damages.
- The only animals that may be brought into the labs are service animals.
- Anyone who intentionally defaces, damages, or illegally removes lab equipment or materials is subject to criminal prosecution under Ohio law. This also includes damage to equipment and any type of alterations to computer equipment, programs, or multimedia.

All users will be expected to comply with Cleveland State University's "Interim Policy on Responsible Use of University Computing Resources."

- No illegally downloaded files are to be stored on the lab computers or network storage.
- Using computers in UR 39 and UR 40 to harass other users or any students or university employees, especially after a request to stop has been made, may constitute harassment and will be handled by the appropriate enforcement authority.
- The Levin College is not responsible for lost or stolen personal articles. Belongings should not be left unattended.

Persons who violate these rules may be removed from the lab or referred to the Office of Judicial Affairs.

The Office of Judicial Affairs
The Office of Judicial Affairs, within the Department of Student Life, facilitates the Student Conduct Code and coordinates the campus-wide judicial procedure. The Office of Judicial Affairs provides mediation services, referral services, and student advocacy services for all Cleveland State University Students.

For more information about the Student Conduct Code or the services provided by the Office of Judicial Affairs, visit the Department of Student Life's web site at http://www.csuohio.edu/student- life/ or call the Office of Judicial Affairs at (216) 687-2048, or visit SC319.

Procedures for Lab Monitor to Reinforce:

1. Students must show their Viking Cards to the lab monitor.

2. All lab users must sign in.

3. Enforce "no food or drink permitted."

4. Students are permitted to have assistants or other students working with them in the lab but they are only permitted to use a computer independent of the student they are working with if there is a workstation available. If there is demand for the workstation, they must give it up.

5. Students may use the equipment for one hour after they have signed in. If there are no requests for the equipment, students may stay longer than one hour, but may be asked to give up a workstation if other students subsequently request access to the equipment.

6. Personal software should not be loaded on lab computers.

7. No student will be given permission to use the same lab during the times that the lab is being used for classroom teaching. Please refer to the posted schedule.

8. The lab monitor has the right to deny access or ask anyone who is not a student, staff, or faculty member at the Levin College to leave the lab.

9. No one-to-one instruction regarding use of the adaptive technology can be guaranteed. If training greater than what is available in the lab is needed, students should consult the Assistive Technology Specialist for the Office of Disability Services.

10. Generally, the lab monitor will assist with setting up the equipment at the workstation, answer general computer questions, and assist with printing of hard copies of materials if the student is unable to do so independently.

11. Levin College faculty and staff may use the lab during open hours with the understanding that the primary purpose of the lab is for Levin students.

12. Headphones are required for students reading audio books.

13. All personal items are to be kept under the desk or out of the walkway.

14. Noise is to be kept at a minimum. All phone and personal conversations should be taken out to the hallway. All lab users should be considerate of other students using the labs.

15. The office phone is for lab worker use only. Personal calls are not permitted.

16. The Library's Conduct Policy governs students and others using this lab.

17. IS&T is responsible for providing and maintaining the wired/wireless network throughout the campus. To report any issue related to the network or the inability to access various applications/internet, please contact the Help Desk at 216-687-5050 or extension 5050 from on campus.