



### **Administrative**

Policy Type:	Learning Studio Room and Equipment Use
Policy Number:	LC-1610
Date Adopted:	06/13/2012
Version:	1.0
Review Cycle:	Biennially
Date Last Reviewed:	07/13/2016
Office Responsible:	Information Technology
Reviewing Committee:	Measurement, Analysis, & Knowledge
Related Policies:	Mgmt. Responsible Use Policy, Respectful Policy
Relates Laws:	NA

### **Purpose**

The purpose of this policy is to establish standard procedures designed to provide optimal service, support, and security for all college resources required for a productive learning space.

**Scope:** This policy applies to any person utilizing Jackson College's Learning Studios at all Jackson College locations.

### **Definitions:**

**Learning Studio:** Classroom that is equipped with multimedia equipment that is supported by Information Technology (IT).

**IT Equipment:** All IT equipment connected directly or remotely to Jackson College's network or services.

### **Policy Statement:**

Jackson College establishes Learning Studios to support students, staff, and faculty in achieving desired student learning results.

Learning Studio users shall not tamper with, or cause damage to, the IT equipment in the Learning Studio.

Users shall adhere to the terms and conditions of all license agreements relating to IT equipment and information that they use including software and equipment.

Users shall not act in any way that puts the security of the IT equipment at risk. In particular, usernames and passwords shall be kept safe and secure and only used by those authorized to do so. Passwords shall never be divulged to others by any means.

Users shall logout from the computer in the Learning Studio whenever they are not actively using the computer.



Users may be liable for the cost of remedying any damage they cause or to which they contribute.

Users shall adhere to all terms outlined in the Responsible Use and Respectful Use Policies.

Users are responsible for ensuring that they are sufficiently familiar with the operation of any equipment they use in order make their use of it safe and effective and to avoid interference with the use of it by others.

Non-portable College equipment shall not be moved or removed from the Learning Studio.

Most equipment is securely mounted. Rooms shall remain closed and locked when not in use. Users must shut all doors behind them when leaving the Learning Studio.

Students are not allowed to enter a Learning Studio prior to the instructor arriving. Students shall not be left in the room without the instructor at the end of class.

If IT equipment is broken or dropped during class users shall contact the Jackson College Solution Center immediately.

Users shall assume a back-up plan in the event of a technology failure.

If users notice missing equipment and believe it may have been stolen they must notify Missing Notebook group with an email. The group has a distribution list in Outlook called "WA Notebook Missing". Email will contain date notebook was discovered missing, room number and contact/course information.

#### **Change Log:**

<b><u>Date Of Change</u></b>	<b><u>Description of Change</u></b>	<b><u>Responsible Party</u></b>
06/01/2012	Initial Release	J. Dobbs
11/11/2014	Biennial Review	J. Dobbs
07/13/2016	Biennial Review	J. Dobbs