INSTRUCTIONAL COMPUTER CENTER (ICC)

I. PURPOSE

Establishes procedures for the Instructional Computer Center (ICC) concerning software utilization, scheduling instructional time in the ICC, and faculty, staff, and student use of the ICC’s computer resources.

II. BACKGROUND

We, as members of an educational institution, have an obligation to provide a good example for our students. Accordingly, the ICC shall operate ethically by utilizing legal software and respecting the work of others by complying with copyright law.

III. DEFINITIONS/IDENTIFICATION

The ICC consists of the following facilities:

A. Instructional Computer Lab: a classroom with 25 microcomputers available to any instructor who utilizes computers in classroom instruction. The lab is intended primarily for use by instructors in disciplines that do not have their own computer labs; instructors in disciplines that have their own dedicated labs may schedule use of the ICC instructional lab only after all primary users have confirmed their use dates for a semester.

B. Open (walk-in) Computer Lab: open for independent student and employee use on a walk-in, sign-up basis. This lab is staffed by college personnel and is not available for scheduled classes.

IV. POLICY

A. All software in use in the ICC must have proper licensing and proof of Wharton County Junior College ownership.

B. Faculty shall reserve computer time in the ICC if they want to utilize the instructional lab for their individual classes.

C. Access to, and use of, the instructional classroom laboratory (LaDieu 104) shall be limited to Wharton County Junior College faculty and their classes with confirmed reservations.

D. Access to, and use of, computers in the open walk-in laboratory (LaDieu 106) shall be limited to students, faculty, and staff of Wharton County Junior College on a first-come, first-served basis.

(POLICY APPROVAL: 8-20-97, Board of Trustees)

V. PROCEDURES

A. In compliance with copyright law, the following procedures apply to software utilized in the ICC:
1. Software copied onto hard drives must have proper licensing proof of WCJC ownership. Legal licensing requires at least one of the following three conditions:
   a. Possession of software licenses for all simultaneous usage.
   b. Implementation of a method that limits simultaneous access to the software so that such access does not exceed the number of licenses.
   c. Written permission from the copyright holder allowing WCJC to install the software on a network, as long as our intention is to limit use at any one time to the number of licenses we own.

2. Any one of the following constitutes proof of WCJC ownership:
   a. The WCJC purchase order through which the software was acquired.
   b. If the software was donated, a letter from the donor stating that a particular piece of software has been donated to WCJC.
   c. If the software was acquired through a grant, correspondence from the software company or granting agency allowing WCJC use of the software.

3. Any unauthorized software found on the system is deleted immediately.

4. **Software Deposit.** Prior to installation of software, the following material must be deposited with the ICC coordinator to verify legality of any software loaded on any hard drive in the center:
   a. proof of Wharton County Junior College ownership allowing multiple access,
   b. license to use,
   c. original disks, and
   d. original documentation.

5. **Number of User Sites.** Software is placed only on the number of computers authorized by the license. Normally, one backup copy is made of any software package purchased by the college.

6. **Copying Software.** Disk copies of software for classes are not made unless the license authorizes such copies. Proof of authorization is required. Copying of software from the hard drives is not permitted.

7. **Installation of Software.** Requests for additions of software to the system or to the hard drives in the ICC or for disk copies of software for classes must be made on the attached form (Request for Addition of Software) and signed by the requester, the requester’s supervisor (either the department head or division chair), and the ICC Coordinator.

B. Reserving the Instructional Lab.

1. The instructional lab is a teaching resource for instructors in which they may schedule classes. The instructional lab is not available for unattended students or for individual use by instructors; it is intended for scheduled classes only.
2. The ICC coordinator maintains the schedule of available times for the instructional lab. Instructors request reservations of the instructional lab by submitting the Room Request form (attached) to the ICC coordinator.

3. The ICC coordinator must receive the initial reservation request at least two weeks prior to the desired use date. The instructional lab may be reserved for a single classroom period, a series of classroom periods, or for a standard class-time period for an entire semester. If requested dates are previously reserved, the ICC coordinator confers with instructors to attempt to schedule alternative dates or times.

4. The instructor is responsible for
   a. locking the door to the lab at the end of the period and returning the key to the ICC coordinator,
   b. turning off all computer monitors and printers,
   c. proctoring the classroom lab during the time reserved for his or her class,
   d. clearing all students from the room at the end of the class period,
   e. maintaining system (that is, Windows environment as found).

C. Using the Open (Walk-In) Lab.

1. The open lab provides students with a computer facility to aid in the completion of their assignments. This lab is available to individual students, faculty, and staff of WCJC on a first-come, first-served basis. ID is required for access to the lab.

2. Instructors may not bring a class as a unit to use the computers in the walk-in lab.

3. A waiting list is provided on the lab assistant’s desk for users to reserve the next available computer, should the facility be in full use. As computers become available, the first name is called from the list; and, if that person is not present, the name is deleted and the next name is called.

4. A maximum time limit of two hours is enforced in those instances when others are waiting for access to a computer.

5. Users of this facility are required to successfully complete an Open Lab Training Program and must agree to abide by the lab’s policies (see attached).

6. The doors to the labs are kept locked when the assistant is not in the room.

JCB/FRV
8-20-97
Wharton County
Junior College

Walk-In Lab Registration
LaDieu 106, ICC