

Student Computing Services (SCS) Acceptable Use and Conduct Policy

All SCS Lab users, whether affiliated with Northeastern Illinois University (NEIU) or not, are expected to conduct themselves in a responsible manner in accordance with all University policies. Failure to comply with these policies may result in loss of computer lab privileges, University-imposed discipline, and/or criminal prosecution or other legal action as appropriate. SCS reserves the right to notify the NEIU Police regarding any violation of these policies.

ACCESS TO THE SCS COMPUTER LABS

- SCS computer labs and services are intended primarily to support members of the NEIU community.
- The SCS computer labs are available for use by members of the general public, when such use does not unreasonably impede service to NEIU faculty, staff and students.
- SCS reserves the right to limit access and services provided to users who are not affiliated with NEIU.

CHILDREN IN THE SCS COMPUTER LABS

- Children under the age of 14 must be accompanied by a responsible adult at all times.
- NEIU is not responsible for the safety of children left unattended in any SCS computer lab.
- Children under the age of 14 left unattended in any SCS computer lab may be considered neglected minors.
- Children under the age of 14 are not permitted to use the university's computers or electronic resources.

COMPUTER AND INTERNET USE

SCS computer labs are intended first and foremost to support the research and information needs of NEIU faculty, staff and students. SCS reserves the right to regulate access to computers to maximize access for NEIU faculty, staff and students. The following activities are unacceptable:

- Playing games or gambling (including when online)
- Use of electronic information networks for any purpose which results in the harassment of other users
- Viewing or downloading pornographic materials
- Destruction of, damage to or unauthorized alteration of the university's computer equipment software, or network security procedures
- Use of university computers or electronic information networks in any way which violates a Federal or State law
- Use of electronic information networks in any way which violates licensing and payment agreements between NEIU and network/database providers
- Unauthorized duplication of copy protected software or violation of software license agreements
- Violation of the copyright law
- Violation of system security
- Behaving in a manner that is disruptive to other users, including but not limited to overuse of computer equipment which serves to deny access to other users
- Excessive or wasteful printing

DAMAGE TO OR THEFT OF UNIVERSITY PROPERTY

Prohibited behavior includes, but is not limited to:

- Defacing university buildings or furnishings, including graffiti or vandalism

Student Computing Services (SCS) Acceptable Use and Conduct Policy

- Deliberate misuse or damage to university equipment, including furniture and documentation
- Theft of university property
- Unauthorized reservation of university computers or computer lab locations for the exclusive use of an individual or group

DISRUPTIVE BEHAVIOR

Conduct not permitted includes, but is not limited to, the following:

- Creating excessive noise, or using audible cell phones, radios, MP3 players, or other sound generating devices
- Conduct which threatens or endangers another person including any hostile or rowdy behavior, fighting, threatening, intimidating, harassing, or abusing university staff or computer lab users
- Any behavior which violates the University's Policy on Sexual Harassment
- Lewd or obscene conduct including overt sexual behavior
- Overt signs of substance abuse, including drunkenness
- Bringing excessive amounts of personal property into the computer labs, including, but not limited to, bicycles, mopeds, shopping carts, and other large items
- Using skateboards or skates
- Posing a sanitary or health risk to others, including, but not limited to, offensive hygiene

FOOD AND BEVERAGES

- Food and drinks are not allowed in the computer labs

NOISE

- SCS computer lab users are expected to keep noise to a reasonable level in all areas of the computer labs.
- The B-103 computer lab has designated tables near the entrance reserved for group consultation areas, where students may gather to confer with each other. Quiet conversation is permitted.

PERSONAL PROPERTY

- The university will not take responsibility for theft of personal property in the computer labs.
- The computer labs have no facilities for secure storage of personal property of computer lab users, and will not take responsibility for such property.

POSTING OF MATERIALS

- Fliers or other announcements may not be posted anywhere in or around the computer labs without SCS Administration approval
- Posting of non-university related materials will not be approved.

RESTRICTED FACILITIES

- Computer lab users may not use staff telephones for personal calls.
- Computer lab users may not enter areas of the Service Desks without permission.

SOLICITATION

Conduct not permitted includes:

- Buying or selling goods or services, or soliciting donations of any kind

Student Computing Services (SCS) Acceptable Use and Conduct Policy

- Passing petitions to computer lab users, conducting unauthorized surveys, distributing pamphlets or other materials directly to computer users or staff

TOBACCO USE

- In accordance with University policy, the use of tobacco products is prohibited in the university.

USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES

- The use of electronic devices that ring or generate other audible noise or the use of cell phones for initiating calls or for conversations is not allowed in the computer labs. Users receiving or initiating conversations on cell phones may go to the stairways, adjacent lounge areas, or outside the building in order to answer or talk on a cell phone.
- All personal CD players, radios, or computers, require the use of headphones (not provided by SCS). Volume levels must be set to levels that cannot be heard by others.
- Electrical cords and network cables on approved items must not be draped in aisles or in any manner that creates a tripping hazard.