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## Southern Virginia Higher Education Center Policy

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**Policy # 4103**

**Policy Title: ACADEMIC COMPUTER LABS (ACL) POLICY**

**Responsible Oversight Director: Chief Finance & Operations Officer (CFOO)**

**Date of Current Revision or Creation: March 4, 2008**

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### A. PURPOSE

The Southern Virginia Higher Education Center (SVHEC) has a significant investment of public, private, and foundation dollars in information technology resources that are made available to students, faculty, staff, and other authorized users through our computer labs (classrooms) for educational purposes and approved usage.

### B. AUTHORITY

Virginia Code Section 23-231.24-29, as amended, grants authority to the Board of Trustees to establish rules and regulations for the institution. Section VIII (E) of the [Board of Trustees Bylaws](#) grants authority to the Executive Director to implement the policies and procedures of the Board relating to the SVHEC operations.

The policies of the SVHEC fall within the following framework and hierarchy and, therefore, are subject to compliance with laws and regulations instituted by higher levels of authority:

1. Federal laws and regulations
2. State laws and regulations
3. Board of Trustees policies
4. **SVHEC policies**
5. Departmental policies and procedures

In the event of a conflict between different levels in 1 through 5 above, the lower numerical heading shall take precedence over higher numerical heading.

## C. DEFINITIONS

SVHEC Network – Computers, telecommunication equipment, networks (wired or wireless), databases and data processing systems, the SVHEC SharePoint, printing management information systems, and related information, equipment, goods and services.

Authorized Person - Person who has established a need to VPN to the SVHEC network and received the necessary authorization.

## D. SCOPE

This policy applies to all colleges and universities offering programs and courses at the SVHEC and those agencies offering services to students of the SVHEC. SVHEC policies and procedures are applicable to all members of the SVHEC community unless a specific policy states otherwise. SVHEC policies are located on the website, [www.svhec.org](http://www.svhec.org).

## E. POLICY STATEMENT

Academic Computer Labs (ACL) are open to all authorized users during ACL operational hours (these hours maybe shorter than building operational hours) and are set by the SVHEC Operations Team:

1. Authorized users may be asked to provide a Student ID or driver's license (or state issued ID) and/or sign a lab log sheet. Authorized users must use their logon credentials to initiate a session. Multiple sessions (logons) are prohibited.
2. The SVHEC staff and faculty, and member organization staff and faculty reserves the right to ask any student to leave for any appropriate reason (i.e. a class is in session, an emergency operational situation has occurred, strong suspicion of unauthorized use).
3. The privilege of printing in ACL's is controlled by the SVHEC ACL Student and Faculty Printing Procedure, which is established by the IT Manager and signed by the CFOO.
4. Food and drinks are prohibited in all academic computer labs.

## F. RELATED INFORMATION

N/A

<sup>1</sup>Procedures are not a part of the policy document. They are maintained separately.

**POLICY HISTORY**

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**Director Policy Review Committee & Policy Responsible Oversight Director - Approval to Proceed:**

Patricia M. Nelson

Responsible Oversight Director's Signature

7/1/2013

Date

**Executive Director – Provisional Approval of Policy:**

Betty A. Cole

Executive Director's Signature

7/1/2013

Date

Date of Presentation to Board of Trustees:

Date of Approval by Board of Trustees:

Default Approval Date (if necessary):

**Board of Trustee – Approval of Policy:**

\_\_\_\_\_  
Chairman's or Designee's Signature

\_\_\_\_\_  
Date

**Policy Revision Dates: February 10, 2014**

**Scheduled Review Date: February 2019**

