

Open Computer Lab & Technology Classroom Policies and Procedures



Office of the Vice President for Information Technology

Purpose

This document outlines and defines usage policy and procedures for Kennesaw State University Open Computer Labs and Technology Classrooms. It provides guidance on the implementation & usage of KSU open computer labs and technology classrooms. Through the utilization of the controls described therein, these classrooms & labs support the mission of the University while also protecting the physical and logical assets contained therein.

Scope

This policy applies to all personnel, students, colleges, schools, departments, and centers of the University authorized to use, maintain, or design a KSU Open Computer Lab and/or a Technology Classroom. This policy supplements, and works in conjunction with, existing University policies published in the KSU University Handbook and available at <http://www.kennesaw.edu/infosec>

Definitions

Open Computer Lab: A Kennesaw State University lab with computing resources available in an open environment. Open lab environments are defined as, but not limited to, those labs which are available for use by students, alumni, staff, and faculty. In addition, open computer labs are rarely used for regularly scheduled instructional courses.

Technology Classroom: A Kennesaw State University classroom with individual computing resources available to the majority of the students in the class. Technology Classrooms are used for scheduled instructional courses.

Auditable Lock: A lock with logging functionality which facilitates the tracking of access and associates an individual to an unlock event.

Kennesaw State University Employee: An individual who is currently employed by Kennesaw State University in some capacity. This includes, but is not limited to, faculty, staff, student assistants, interns, and consultants.

Policy

All Open Computer Labs and Technology Classrooms at Kennesaw State University must meet the applicable requirements outlined in this document. These guidelines define operational and technical security controls which maximize accessibility while also protecting university technology assets. In some circumstances, lab areas may be located in campus common areas which are difficult to secure due to lack of a confined space. In these instances physical security controls such as (but not limited to) locks, security cables, video surveillance, and locking cabinets are recommended to mitigate the threat of physical theft.

KSU Open Computer Lab Guidelines:

1. All open computer labs must be managed in accordance with all applicable university policies and procedures.
2. All open computer labs must be monitored by an authorized Kennesaw State University employee and locked when monitoring isn't available.
3. No student, not employed by the University, may be left alone in an open computer lab.
4. All open computer labs must be secured with an auditable locking door which is also used to gain entry to the lab. All other doors must remain externally locked at all times.
5. Campus departments are responsible for all applicable policies and procedures for their respective open computer labs.

KSU Technology Classroom Guidelines:

1. All technology classrooms must be managed in accordance with all applicable university policies and procedures.
2. All technology classrooms must be vacated & locked when course is not in session or a responsible Kennesaw State University employee isn't present.

3. All technology classrooms labs must be secured with an auditable locking door which is also used to gain entry to the room. All other doors must remain externally locked at all times.

Violations of Policy:

Any Open Computer Labs and/or Technology Classrooms found to be in violation of these policy and procedures will be disconnected from the campus network without notice and may result in disciplinary action. In the event of a security violation, the department responsible for the affected lab and/or classroom is responsible for all technology replacement costs.

Exceptions

Environmental factors such as, but not limited to, heat and fumes may necessitate the opening of doors which are typically secured. In these instances, KSU Maintenance should be notified of the issue and the doors re-secured after the room is vacated.

KSU Open Computer Labs and Technology Classrooms may only be exempted from this policy via approval from the Vice President for Information Technology.

Review Schedule:

The Open Computer Lab Policy & Procedures will be reviewed annually by the Office of the Vice President for Information Technology.