

COMPUTER LAB POLICY

Purpose

This policy defines usage requirements for University of West Georgia computer labs. Through the utilization of the safeguards described herein, these labs support the mission of the University while also protecting the physical and logical assets contained therein.

Background

The University of West Georgia Computer Lab Policy was created to comply with the University System of Georgia information technology policies. Pursuant to the University System of Georgia (USG) policy, the University of West Georgia is required to establish and maintain “appropriate internal policies, standards, and procedures for preserving the integrity and security of each information system, paper file, or database.”

Scope

The Computer Lab Policy applies to all personnel, students, colleges, schools, departments, and centers of the University authorized to use, maintain, or design a computer lab. This policy supplements, and works in conjunction with, existing University policies, particularly the UWG Acceptable Use Policy http://www.westga.edu/policy/index_3706.php

Policy

All computer labs at the University of West Georgia must meet the applicable requirements outlined in this document. These requirements define operational and technical security safeguards that maximize accessibility while also protecting university technology assets. In some circumstances, lab areas may be located in campus common areas that are difficult to secure due to lack of a confined space. In these instances physical security safeguards, including but not limited to locks, security cables, video surveillance, and locking cabinets, are recommended to mitigate the threat of physical theft.

West Georgia Computer Lab Requirements:

1. All computer labs must be managed in accordance with all applicable university policies and procedures.
2. Typically, all computer labs must be monitored by an authorized University of West Georgia employee (usually a student employee) and locked when monitoring isn't available. In the event that a lab environment cannot be monitored by an authorized employee, physical access should be controlled via card swipe or similar locking and logging system. A notable exception to this requirement would be surf centers and similar lab areas located in campus common areas.

