



Computer Classrooms & Labs Use Policy (updated 02/05/2025)

This policy outlines the guidelines for using the computer classrooms & labs to ensure a productive, respectful, and secure environment for all users. The computer classrooms & labs are provided for educational purposes, and adherence to these rules is required for all users.

1. General Use of Computers:

- **Access:** Students and guests are not permitted access when the classroom is closed or when authorized faculty/staff are not present.
- **Educational Use Only:** Computers are to be used for academic and educational purposes only. Personal use, including gaming, social media, or non-educational browsing, is not permitted.
- **Login Credentials:** Users must log in using their UW Tacoma Network Login. Sharing login credentials is prohibited.

2. Internet Access:

- **Access Control:** Users must access only appropriate, educational content. Websites that are deemed inappropriate (including but not limited to adult content, gambling, or hate speech) may be blocked.

3. Respect for Others:

- **Noise Level:** Maintain a quiet environment conducive to learning. If headphones are needed, use them at an appropriate volume.
- **Disruption:** Do not disrupt others by engaging in loud conversations or distracting behaviors. Respect others' workspace and time in the classroom.
- **Personal Interactions:** Treat all users, including fellow students and instructors, with respect and courtesy. Discriminatory, harassing, or offensive behavior will not be tolerated.

4. Security and Privacy:

- **User Privacy:** Do not access or tamper with other users' files or accounts. Each user is responsible for maintaining the confidentiality of their login credentials and personal data.
- **Data Security:** Do not download or open any files or links that seem suspicious. Report any security incidents, such as viruses or unauthorized access, immediately to the instructor or UW Tacoma Information Technology (UW Tacoma IT).
- **Sign Out:** Everyone is required to sign out of their computer before leaving the workstation to ensure the security and privacy of all sensitive information

5. Printing and Resources:

- **Limited Printing:** Printing should be limited to necessary academic materials. Personal or excessive printing is prohibited. Ensure that printing is done efficiently and with respect for resources.
- **Shared Resources:** Computers, printers, and other resources must be shared in a fair and equitable manner. Wait your turn to use resources, and respect others' time.

6. Equipment Care:

- **Respect Equipment:** Handle all computers, printers, and other equipment with care. Any damage or malfunctions must be reported immediately.
- **No Eating or Drinking:** Food and drinks are not allowed near the computers or equipment. This policy helps maintain a clean and functioning environment.

7. Software and Data Use:

- **Software:** Users must not install, download, or modify software on the computers without prior approval from UW Tacoma IT.
- **Data Backups:** Users should back up their work to personal storage (e.g., USB drive, cloud storage).

8. Violations:

- **Consequences:** Failure to adhere to the policies may result in disciplinary action, including loss of computer access or other academic consequences. Repeated violations may result in a permanent ban from using the classroom computers.