

RADIO-TELEVISION-FILM DEPARTMENT

Computer Equipment, Software & Lab Usage Policy

The Faculty and Staff of the RTVF Department have developed these policies and procedures to ensure the proper use of the Department's computing and communications resources. We are committed to: (1) provide faculty, staff and students with the computer hardware and software necessary to perform their respective job tasks and instructional assignments; (2) protect the computer environment from viruses; (3) maintain compliance with the U.S. copyright laws and software license agreements; (4) discourage copyright infringement; and, (5) protect these resources for use of future faculty, staff and students.

In addition to the RTVF Department computer policies you are expected to follow all San Antonio College computer usage rules.

Equipment, software and peripherals located within the Radio-Television-Film Department are for the benefit of and use by only those students currently enrolled in courses falling under the direct authority of the Radio-Television-Film Department.

In order to keep this equipment in working order, prevent the destruction of data, and respect the privacy and intellectual property of others, we ask for your cooperation in observing the following policies and procedures:

- Remember where you saved your work. Write it down.
- Remember to save your work and store your work as required.
- There are other computer labs available on campus for student use in the Library, the SLAC Lab and the Cyber Café.
- Bring ALL removable storage devices (flash drives, CDs, DVDs, etc.) to the equipment check out area to be scanned for viruses before using them in the computers.
- ONLY students enrolled in RTVF and MUSB courses are allowed to use the systems; NO GUESTS (this includes children) are allowed in the labs without written permission of the department chair.
- If you wish to use a computer during a class (while in session) YOU MUST get permission from your instructor.
- Student files will be erased as needed from local and network drives. Student files are usually deleted the Friday of Final Exams. YOU are responsible for the storage and management of your files.
- Notify an instructor and/or staff IMMEDIATELY of any problems with the computers.
- YOU MAY NOT download software from the Internet.
- YOU MAY NOT copy software from our systems, including applications, utilities, and fonts unless written approval is acquired from the department chair and presented to the lab tech on duty.
- YOU MAY NOT browse the World Wide Web unless you are given permission by your instructor.
- YOU MAY NOT enter password-protected areas without the owner's permission.
- YOU MAY NOT copy or delete files belonging to others.
- YOU MAY NOT use the computers for activities unrelated to your RTVF or MUSB course work. (Unrelated activities include course work for classes not held in the RTVF building, personal e-mail, chat rooms, pornography, shopping, auctions, banking, on-line arcades or games, etc.)
- YOU MAY NOT load your own software on RTVF systems. In the case that you have special software essential for the completion of a project, you must receive special permission from the department chair BEFORE using them in our labs. If permission is granted, you may load the item/s ONLY under the supervision of an instructor or lab technician and it/they must be removed prior to your leaving the computer.
- YOU MAY NOT change the preferences for ANY software running on RTVF systems.
- YOU MAY NOT disconnect, re-configure, or remove any hardware, including network cables, peripheral devices, or audio-video equipment.
- YOU MAY NOT remove documentation or manuals from the computer labs.

As always, DO NOT EAT, DRINK, SMOKE in the Radio-Television-Film labs or studios.

FAILURE TO COMPLY WITH THESE RULES RISKS LOSS OF LAB PRIVILEGES AND/OR POSSIBLE EXPULSION FROM CLASSES