Revision Responsibility: Associate Vice President for Information Technology
Responsible Executive Officer: Vice President for Financial and Administrative Services

Source/Reference: Columbia State Policy 07:04:00

PURPOSE

To establish policy and procedures for the use of Columbia State computers by visitors, non-Columbia State students, and Continuing Education students.

POLICY

I. Regular use of Columbia State computers is restricted to Institution employees and currently enrolled credit students.

II. Library patrons, continuing education students, visiting scholars, students from other colleges and universities, and other visitors to Columbia State campuses may be provided temporary use of College computers.

III. In the event that computer availability is limited in a location, currently enrolled Columbia State students will have priority.

IV. All computer users must abide by Columbia State's Information Technology Policies and Guidelines as published on the Columbia State website, and in each general purpose computer labs. Any violation of the Acceptable Use Policy will result in permanent suspension of campus computer use privileges.

PROCEDURES

I. Library patrons, visiting scholars and other campus guests

A. Upon presentation of a picture ID to Library staff, Center Directors or designees, or IT staff, these users may be given a temporary username and password valid for 24 hours.

B. Use of the account should be documented by the staff granting the password.

C. Visitors must be 16 years of age or older unless they are accompanied by an adult. Visitors must also have an individual login and may not share usernames or passwords with others. Any child accompanied by an adult or guardian may receive a username and password, but the adult will assume the responsibility for use of those credentials, and for the use of the computer.

D. Library, IT, and Extended Campus staff will have available accounts to be used for this purpose.

E. Problems or questions with logins should be directed to the IT Helpdesk telephone number or referred to the IT Office located in the lower level of the Finney Library at the Columbia Campus.

II. Students of colleges and universities with an existing agreement with Columbia State

A. Students of colleges and universities with an existing agreement with Columbia State should provide their own devices for use in class. Students are responsible to ensure their device has appropriate end-point protection from viruses or malicious software.

B. Columbia State will provide these students with access to the Columbia State wireless network through a username/password combination that will be good for the duration of the class.

C. Columbia State wireless access will provide internet access only. Students will not have access to Columbia State network resources such as shared drives or printers.

D. After students present a valid and proper picture ID, the student will have access to the Library and to a Library computer after receiving a temporary username and password that will be good for a 24-hour period.

III. Students Enrolled in Columbia State Workforce and Continuing Education Classes

A. Students enrolled in Workforce Development or non-credit classes at Columbia State will be provided a temporary username and password by the Workforce and Continuing Education Office or the class instructor. Upon request by the WCE Office, Information Technology will provide their office with temporary usernames and passwords for distribution to their students. The temporary usernames and passwords are not transferrable to others without authorization.

B. These training accounts will be valid for the duration of the class in which the student is enrolled.

March 9, 2009 Adopted; January 30, 2012 (new policy format and updated titles); September 14, 2015 (wording changes to A-4, B-1, C-1); December 4, 2020 (updated format with revisions) approved by Cabinet and signed by the President