

Faculty/Staff Resource Center Policies

The FRC is an open lab available to all Faculty and Staff. The purpose of the Faculty Resource Center (FRC) is to provide Hartnell faculty and staff with a variety of technology resources. The Center also offers a multitude of technology training and support; the FRC is staffed with one fulltime instructional technologist. Think of the FRC as a faculty/staff workspace, employees often come here to have lunch, grade assignments, work on content, or just to get away from it all.

Anyone using the lab or visiting the lab is subject to the rules listed below; please respect others by observing the following policies, they are in accordance with the [Hartnell Board Policy 2115](#):

Users must sign in on the clipboard before using a computer.

Frivolous, disruptive, or inconsiderate conduct in the FRC is not permitted.

Food and/or drinks are allowed on the Patio or at the back tables only in the FRC.

Those who smoke cigarettes or use other tobacco products on campus must follow state and federal laws; as such there is no smoking in the FRC or on the patio just outside the FRC.

There are to be no regular scheduled meetings to be held in the FRC. This includes, but is not limited to department meetings, senate meetings, union meetings, student meetings, and/or any other committee meetings.

The telephone is not to be used for incoming calls. Long distance calls are not accessible with this extension without a dialing code.

Use of any College system by outside individuals or organizations requires special permission from the Vice President of Technology and notification to the FRC staff. This includes all non-Hartnell employees (friends, students, family)

No College system may be used for purposes that violate College statutes or regulations, or for illegal or criminal purposes. Please keep in mind that many people use the FRC systems for daily work. Obstructing this work by consuming gratuitously large amounts of system resources (CPU time, lots of printing, multiple system use, bringing in of non-Hartnell employees to use computers, and network bandwidth) or by deliberately crashing the machine(s) will not be tolerated.

The computers in the FRC run a security system that allows for full use of the computers without fear of damage, through the use of Microsoft's Shared Utility Toolkit. This program allows any user to fully adjust the computers settings, make changes in the settings, install software, use the residing programs, explore and try new things. The computer appears completely open to use and changes, but it will reset itself when restarted. This also means that any files saved anywhere but "My Documents" will be erased (also note that the "my documents" folder is open to everyone who uses that PC and files could be erased, moved, or adjusted). The FRC does not guarantee the safety of any files left on the computers.

It is recommended that a user bring a USB Jump Drive with you to the lab to save work. Do not save to the computer's hard drive as the files will be erased upon the next restart.

Users should back up data frequently to prevent loss of work. Remember that a power failure or flawed removable media device could be disastrous.

Do not turn off the machine when finished. The computers stay on all day. Please log-off if necessary or exit the application you were working on and return to the desktop before leaving.

Users will notify the FRC staff of any malfunctioning equipment.

The FRC can not guarantee the safety of your personal belongings.

Keep the lab neat. Please pick up your scrap paper, recycle when possible, clean up around the computer and tables and please push in your chair when finished.

Use of the FRC must not violate College policies or procedures, local, state, or federal law, and must not be an academic or non-academic offense as defined in the policies and guidelines you "accepted" when you first logged on at Hartnell.

Users must not use turn off the anti-virus software on any computer on campus. (Having the program running is essential and does NOT slow the computer down).

Sending electronic mail that is obscene, abusive, threatening, or harassing is not allowed. It is a criminal offense to fraudulently represent yourself with electronic mail.

The copying of software is forbidden. It is illegal for you to make copies of licensed software.

Users will properly operate all hardware and not abuse it in any way. Users shall not disconnect or connect peripherals, devices, power cables or network cables to or from lab machines. Users shall not tamper with nor attempt to repair any equipment.

Use of College systems for commercial purposes, except where explicitly approved, is strictly prohibited.

Copying, storing, displaying, or distributing copyrighted material using College systems or networks without the express permission of the copyright owner, except as otherwise allowed under the copyright law, is prohibited. Under the Federal Digital Millennium Copyright Act of 1998, repeat infringements of copyright by a user can result in termination of the user's access to College systems and networks.

Although anonymity can be legitimate under certain circumstances, such as on an electronic bulletin board, users must not hide their identity for malicious purposes or assume the identity of another user. Users must not harass other users using computer resources (harassment is defined under existing campus policies), or make repeated unwelcome contacts with other users. Users must not display material that is explicitly sexual or offensive.

Being informed is a shared responsibility for all users of campus information systems. Being informed means, for example:

Knowing these computer policies and other related rules and policies

Knowing how to protect your data and data that you are responsible for

Knowing how to use shared resources without damaging them

Knowing a virus warning from a hoax.

Violations

The College may restrict the use of its computers and network systems for electronic communications, in response to complaints presenting evidence of violations of other College policies or codes, or state or federal laws. Specifically, the College reserves the right to limit access to its networks through College-owned or other computers, and to remove or limit access to material posted on College-owned computers. The College reserves the right to limit access to its networks through College-owned or other computers, and to remove or limit access to material posted on College-owned computers.

Violations of these policies may result in the immediate suspension of computer account and network access pending investigation of circumstances and may lead to their eventual revocation. Serious violations of the policy will be referred directly to security or outside authorities; unauthorized use of College computing facilities can be a criminal

offense. The penalties may be as severe as suspension or dismissal from the College and/or criminal prosecution.