

Title – Classroom and Lab Computer Policy

Policy Abstract – Birmingham-Southern College will provide classroom and lab computers for existing classroom and lab environments and refresh this equipment on a regular cycle.

Responsible Office – Information Technology, Administration

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Applies To – Classroom and Lab computers

Effective Date – 9/4/2012

Revision Dates – 9/4/2012 – New

1. **Introduction/Background** – Official classroom instruction will be conducted using College provided computer technology. Therefore, computers will be refreshed on an on-going basis as deemed appropriate.
2. **Purpose** – As classroom and computer lab instruction continues it is necessary to manage the computer equipment provided in accordance with best practices.
3. **Applicable Regulations** – SACS Comprehensive Standard 3.9.2 – Confidentiality of Student Records and 3.11.3 – Physical Resources
4. **Policy Statement** –
 - Standard PC computer equipment provided by the College will be used to furnish computer classrooms and labs. Exceptions may be allowed, but only for an occurrence where software applications will not run on a PC. In these cases justification must be provided that a PC will not adequately perform the task thus requiring something other than a PC.
 - An annual review of College provided technology will be conducted by Information Technology staff during the budget process. In this review a determination will be made as to which equipment will be refreshed.
5. **Details** –The guidelines used are to refresh classroom and classroom lab computers on a 4-year cycle. In other words, classroom and classroom lab computers are to be refreshed during the time following the 4th year of use. Teaching and research labs will be refreshed with available equipment as is deemed appropriate. Connectivity to scientific instruments in teaching and research lab settings often dictates the timing of the replacement of this equipment. Every effort will be made to keep teaching and research labs on a rotation of less than 8 year old computer equipment.

- Classrooms and labs are separated into the following categories
 1. PC
 - a. Classrooms
 - b. Classroom Labs
 - c. Teaching Labs
 - d. Research Labs
 2. Mac
 - a. Classrooms
 - b. Classroom Labs

- All PC classrooms and labs will be maintained by the Information Technology Helpdesk group to keep the equipment in good working order.
- All Mac classroom and classroom labs will be maintained by the departments using them.

6. **Definitions** – SACS is the Southern Association of Colleges and Schools.

7. **References** – SACS COC *The Principles of Accreditation 2012 Edition*.