**APSU Music Department Policies & Guidelines**

**PURPOSE**

The purposes of this policy include:

1) to articulate the rights and responsibilities of persons using rooms and information technology resources in the Music Mass Communications Building that are owned, leased or administered by Austin Peay State University (APSU);

2) to protect the interests of users and APSU; and

3) to facilitate the efficient operation of APSU Music and Mass Communications Building and information technology systems.

**GENERAL INFORMATION**

The primary purpose of Austin Peay State University’s Music and Mass Communications Building and information technology resources is to enhance and support the educational mission of the University. Access to the University's Music and Mass Communications Building and its technology resources is a privilege granted to University students, faculty, staff, contractors, and approved guests. These resources include, but are not limited to: computer hardware, software, computer accounts, e-mail accounts and local area net-works, as well as connections to other computer networks via the Internet. Users are expected to use these resources in a responsible manner.

**RESTRICTIONS**

All users **must not** use Information Technology Resources for the following:

* Entering, without authorization, into any account to use, read and transfer or change contents in any way;
* Impersonating/misrepresenting another individual's computer account or e-mail user name;
* Using computing resources to interfere with the work of other students, faculty, staff or University officials;
* Using computing facilities to send obscene, abusive, threatening, defamatory or harassing messages;
* Using computing resources for activities not directly related to academic or research endeavors in such a way that it causes disruption in a University lab or classroom;
* Using computing resources to interfere with the normal operation of University computing systems and connected networks including, but not limited to: introducing viruses, flooding the network with messages or unfairly monopolizing resources that result in the exclusion of others;
* Using University computing resources for personal profit or commercial purposes;
* Using University- or state-owned equipment and or resources to access obscene or illegal material via the Internet;
* Using University computer resources to illegally disperse or receive copyrighted or protected software and or software resources.
* Using University computer resources to download any software onto any University- or state-owned equipment without Music Department administrative approval.
* Using University computer printers and scanners as copy machines. Printing of multiple copies of the same document, except in the case of editing and revising documents.
* Using Ethernet cabling from lab computers for personal lap-top use.

**REQUIREMENTS**

* Files should only be saved on personal USB drives or other portable storage devices. Temporary storage locations on lab computers (desk-top and download files) will be emptied and erased at the end of each week by lab workers (Fridays, approximately one hour before close of business).
* All Users must log out of all applications, websites and social media after use (Facebook, Twitter, Spotify, etc.).
* All Users must log off computer after each use.
* Do not adjust default settings or other system preferences without Music Department administrative approval.
* Personal laptops should be used in the lounge area. Wi-Fi is available throughout the Music Mass Communications Building.
* Do not unplug CD/DVD drives, CD scanners, keyboards or other equipment.
* During non-business hours, students MUST enter through front of building only.
* Students may not let ANYONE else in the Music Mass Communications Building during non-business hours or the MMC Music Lab (MMC 236) at any time.
* Students must vacate a room if asked by any faculty or staff OR if the room is reserved for an event.
* Classrooms stairwells, hallway and the Music Mass Communications Building Lobby are not to be used as Practice Rooms. Practice Rooms are available for use on the 3rd floor of MMC.
* Students should use headphones when listening to audio/video clips or files. Headphones are available for check out from Music Lab workers.
* Students must keep personal conversations to a minimum and avoid excess noise throughout the Music Mass Communications Building.
* Students should not “warm up” or practice in the Music Lab unless a part of a scheduled rehearsal in the lab.
* Priority should be given to students needing to use the Music Lab computers for academic use. Do not use the lab for Facebook, Twitter, online gaming, YouTube or other recreational purposes when other students are waiting to use computers.
* All keyed rooms should remain locked after exiting.
* Utmost care should be given to instruments, music scores, uniforms, equipment, etc. stored throughout the building. Purposeful carelessness and abuse will result in a disciplinary action referral to the Dean of Students.
* All keys must be returned to Physical Plant AND all items removed from MMC Student Lockers by the end of the academic year else a hold will be placed on the student’s account (preventing final grades to be accessed or for degree completion to be processed).

**CONSEQUENCES**

Intentional failure to comply with this policy will result in action that may include suspension of user privileges or other disciplinary action, including suspension or expulsion from the University. In addition, violations may result in referral for prosecution by local, state or federal authorities.

**PRIVACY CONSIDERATIONS**

The University reserves the right to view or scan any file, e-mail or software stored on University- or state-owned systems or transmitted over University networks. All users should be aware that e-mail messages are written records that could be subject to review with just cause and may be subject to Freedom of Information Act requests. When required by law, court order, or subpoena, e-mail or computer files may be disclosed to the appropriate authorities. Computer users will receive notice of such disclosures.