Policy Area: Technology	Subject: STAP Computer Lab
Effective Date: 10/9/17	Page Number: 1
Approved Date: 10/6/17 Revision Date: 10/23/17	Approved by:

1. **Rationale or background to policy:**
   - To establish operating hours of the STAP Computer Lab in Pharmacy.
   - To establish guidelines for damaged equipment.
   - To establish adherence to No Food or Drinks around electrical equipment. Drinks would be allowed at the study tables.

2. **Policy Statement**:
   - The STAP Computer Lab will have the following open hours for all students
     - Monday – Thursday: 7:00 a.m. – 6:00 p.m.
     - Friday: 7:00 a.m. – 1:00 p.m.
   - The STAP Computer Lab extended hours would be as follows. Entry obtained by scanning of the student's badge.
     - Monday – Thursday: 6:01 p.m. – 12:00 a.m.
     - Friday: 1:01 p.m. – 12:00 a.m.
     - Saturday, Sunday: 8:00 a.m. – 8:00 p.m.
   - The STAP Computer Lab will be under constant surveillance in the form of digital video. This is required in order to protect the University's investment in high-cost technologies and to protect the rights of our users.
     - Any damages found or reported will be fully investigated. Fines, restriction of use, and/or criminal charges could be assessed for damages based upon severity and will be determined using standard University policies and procedures.
     - If a student is found liable for any issues, the individual will be required to pay whatever the cost is to repair or replace the damaged item(s). Depending on the type of damage and what led up to it, disciplinary actions consistent with relevant University policies may occur.
   - No Food or Drinks allowed at the computer and printer stations.
   - Students will be required to report any damage to the School of Pharmacy Technology Manager.

3. **Procedures:**
   - The facility manager will grant appropriate access based upon the stated hours via the security system.
   - In the event of damage, security footage will be requested from the University Police Department within 30 days of incident.
   - Any damage due to inappropriate acts or violation of drink policy will be presented to the ULM School of Pharmacy Ethics and Professional Conduct Committee for review.