

Effective Date: 4/27/90

POLICY

Authority: RCW 28B.35.120; WAC 516-38
Approved by: Board of Trustees 4/5/90

POL U2125.02 - CAMPUS SERVICES, ACCESS TO: COMPUTER CENTER

This policy applies to both students and university personnel seeking to use the university's Computer Center

Computer Center Serves Needs of the Campus

The Computer Center of Western Washington University serves the instructional, research, and administrative computing needs of the campus.

(WAC 516-38-050)

Priority for Computer Use Shall Be Given the Scholarly Pursuits

First priority for computer use shall be given the scholarly pursuits of the university's students and staff in research and instructional processes. The Computer Center may, at commercially competitive rates or for value received, sell services to non-campus clientele when, in the opinion of the director of the Computer Center:

- (1) The sale will not in any way jeopardize, dilute or compromise the Center's service to campus clientele; and
- (2) Similar services are not available elsewhere in the community; and
- (3) The service involves an appropriate, sensible, and non-trivial use of the computer relating to some university program or goal.

(WAC 516-38-051)

Forms for Computer Services are Available at Computer Center

Application forms for computer services are available at the Computer Center. Large projects shall be brought to the Center's attention at the earliest possible time in the planning stage.

The specified times of availability of Center facilities will be determined by the Director and posted in a conspicuous location in the Computer Center. The times of availability may vary from time to time as necessary, and shall provide for an orderly progression of data processing by which the academic, administrative, and instructional requirements receive processing and such schedules may be developed and projected to provide maximum utilization of the many areas of the data processing facility for the students, faculty and administration.

(WAC 516-38-052)

Protection Provided for User Confidentiality

Application for computer services by an individual or agency customer shall be deemed a representation that such customer has established and is following procedures which protect the right of individuals to the privacy and confidentiality of records concerning them, regardless of whether or not such records are mechanized. Customers shall be responsible for providing such control procedures and mechanisms as are necessary to protect the confidentiality of any particular data base.

(WAC 516-38-053)