

Riverside City College School of Nursing Nursing Computer Resources & Lab Guidelines

The Nursing Computer Resources labs are available as part of Nursing 6, 7, 8, & 9. The labs contain over 150 computer-assisted instructional (CAI) programs to assist in the learning process. The computer lab located on the 2nd floor of Martin Luther King Jr. Teaching & Learning Center (MLK). All PCs on the right side (MLK 220 & MLK 221) are reserved for nursing students. Computers in MLK run on Windows XP, contain CD-RW drives, USB ports, 3 ½” drives, DVD players as well as Internet access and Microsoft 2007. Additional computers containing Nursing CAI are located in the “Special Technologies Area (STA)” on the 2nd floor of the Digital Library. Most Nursing CAI programs are only accessible on campus in MLK and the Digital Library STA. LS207 contains 5 PCs with MS Office and Internet access for student use. The academic EMR system (NurseSquared) can be accessed from any computer in MLK 220/221, the PCs in LS207, and on any PC on the second floor of the Digital Library.

Use of the Nursing computer labs is governed by the Riverside Community College District computer agreement (see attached). The computers are to be used for nursing study and research only. Personal use for other means, inappropriate use of Internet access, or purposefully changing/interfering with operations of the computer systems will result in appropriate corrective actions, from restriction of use to potential dismissal from the program.

CAI programs in the computer lab are stored on a network system. A few programs are accessible via the Internet from home. Students will be given access codes and passwords for these programs. **Sharing these passwords with anyone except other RCC nursing students is strictly prohibited** and will result in appropriate corrective actions, from restriction of use, to potential dismissal from the program. These programs are designed to facilitate critical thinking and decision-making processes, which are a vital part of nursing. While all nursing students are encouraged to take basic computer courses to become familiar with computers and software, prior experience is not necessary to operate most of these programs.

Guidelines for use of computer resources:

1. **Getting credit for hours:** Students must log in and out using the attendance terminals when using computers for nursing work. Attendance terminals are located at the main 2nd floor desk in MLK, in LS207 and the digital library. Students must log in and out at the attendance terminal in the digital library when viewing nursing videos in the library. Lab hours are to be used for studying or performing lab activities in MLK, LS206, LS207 or the Digital Library. Students must sign in and out in the same building, or the computer will not log your attendance hours. *Manual log-in sheets will no longer be used in the Nursing Labs. If you have difficulties signing in or out of the attendance terminals, please contact Isaac Dannelley in LS206.* The computer does not allow hours to be transferred if you drop one lab and add another. Please see the Nursing Simulation Lab Specialist (Isaac Dannelley) in LS206 if hours need to be transferred. **See document entitled: “How to make sure you get credit for all your nursing learning lab activities.”**

****CITracker, the attendance system, does not automatically interface all hours with WebAdvisor. If your hours showing in WebAdvisor are different than what is displayed on the attendance terminal, they will be updated at certain times during the semester. The hours displayed on the attendance terminal are always the most accurate.*
2. **Paper usage:** Paper is provided for printing via the “pay for print” system (equivalent to the “pay for print” in the library). The pay-per-print is a coin-operated system. Students may only use the printer located in MLK 221 as this is the only printer designated for nursing student use.
3. **Storage of work:** Personal work should be stored on the student’s own CD or USB storage device rather than the hard drive in the computer lab. ***Student work stored on the hard drive is deleted when the computer is shut down for any reason.***
4. **Evaluation of software:** Students are asked to evaluate software upon completion to ensure media is current and relevant. Please download and complete the “CAI Evaluation Tool” from the nursing Student Information webpage.
5. There is absolutely **NO FOOD or DRINK** of any kind allowed in the computer labs.

Riverside Community College District Student Digital Network Use Policy

The Riverside Community College District digital information network is a shared and publicly owned resource. Access to the District digital network is authorized for students of the District using the resource for appropriate RCCD academic and institutional purposes, and in accordance with prevailing laws, regulations, and board policies. Misuse may constitute a misdemeanor or felony under state or local law. Students unwilling or unable to abide by the restrictions defined within these regulations face deprivation of their network privileges and may be subject to disciplinary and/or legal actions in accordance with Riverside Community College District policies, the Riverside Community College District Student Handbook, and Sections 502 and 502.1 of the Penal Code.

The District encourages both wide access to and extensive use of the network, especially for enhancing educational opportunities, improving the dissemination of information, assisting students in their work. However, students are to access the network in the understanding that the resource does not guarantee confidentiality or anonymity; that the District is not responsible for the loss and/or corruption of information that may be stored on the network; that the college will not be responsible for financial obligations resulting from unauthorized use of the system; and that files stored on the network may be reviewed and such corrective actions that may be necessary can be taken in light of these restrictions.

My signature on this page signifies that I understand and agree to comply with the guidelines and regulations for use of the Riverside Community College District Nursing Computer Resources Lab and the RCCD Student Digital Network.

Name (Print)	Signature	Date
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Class: (please circle one) VN N1 N2 N3 N4