

RULES FOR COMPUTER LAB USAGE:



Please be courteous to staff when entering and have ID ready

- Student *must* sign long term agreement for usage.
- Student **MUST SHOW** student ID upon entering the lab.
 - 1st offence – documentation of offence.
 - 2nd offence – notify instructor/documentation.



PRINTING:

- Students are responsible for their own printing.
 - Example:
 - Save to Desktop
 - PowerPoint – black/white, 6 slides etc.



OFFENSES

- ***SOUND/VOICE AND noise in lab.***
- Students must whisper and refrain from unnecessary talking.
- Headphones must be used while viewing videos.
- Phone calls must be taken out of the lab.



OFFENSES CONTINUED

- **FOOD/DRINKS:**
- **NO FOOD** allowed at the computer desks.
- **ONLY** closed water bottles allowed at the desk.



OFFENSES CONTINUED

- COMPUTER Problems:
- Student must report computer problems.
 - DO NOT restart or turn off computers.
Notify staff for assistance.



OFFENSES CONTINUED

- COMPUTER Lab staff will call police for any disruption, disturbance or confrontation anywhere in the building.
- ***We provide a quiet and peaceful study atmosphere in our labs.***



NOTE

- PLEASE BE ADVISED:

This Building is
under 24 electronic
SURVEILLANCE

