

EE COMPUTER LAB POLICY

The student computer laboratories of the Electrical Engineering Department are for exclusive use by Electrical Engineering students, staff, and faculty for course work and teaching. In order to provide users with equitable access to departmental computing resources and to insure that the areas provided maintain an atmosphere that is suitable for academic work, the following policies have been adopted and implemented.

ENFORCEMENT OF COMPUTER LAB POLICIES

The Lab Manager with the assistance of Work Study personnel is primarily responsible for enforcing the policies listed below. The Lab personnel are in charge of the computer lab and their instructions must be followed. **Noncompliance with these policies will be grounds for revoking lab privileges and/or suspending computer accounts.**

RULES OF CONDUCT

These are the rules of conduct that must be followed while in the computer lab.

- Respect other users when working in the lab.
- Participating in behavior or activities that disturb other users or disrupt the operations of the lab is not permitted. This includes, but is not limited to: loud music, talking, or using computer labs for socializing.
- Disruptive behavior such as shouting or cursing will not be tolerated.
- Conduct your conversations with others in a quiet manner that will not disturb the work of the other users in the lab. If you become disruptive, you will be asked to leave.
- Audio CDs or applications with audio output may only be used with headphones. If you are using headphones, keep the volume low so that you do not disturb others working around you.
- All cell phones are to be turned off or set to silent while in the lab. If you receive a phone call, you should exit the lab before answering your cell phone and carry on your conversation somewhere outside the lab.
- Keep the lab clean and organized. Dispose of any trash in the trash can.

ACTIVITIES PROHIBITED IN THE COMPUTER LABS

- **Eating or drinking is prohibited in the lab**
- Do not illegally copy any materials.
- Do not harm or disconnect computer lab equipment.
- Do not plug cables intended for computer workstations into your laptop.
- Do not intentionally disrupt service of computers, cables, and peripheral devices.
- Do not remove equipment or take items from the computer lab.
- Do not attempt to dismantle equipment in the computer lab.
- Do not install or copy software (programs, games, etc.) on any computer. Software license agreements and copyright laws will be strictly enforced in the college computer labs.
- Do not attempt to access private network or system resources.

**** Exemptions to these rules may be made only by consulting an instructor, a computer lab assistant, or the systems administrator.**