

The following are the general lab rules for using an Information Technology computer lab. Please abide by the following lab rules, which apply to all labs.

LAB RULES

- To verify your eligibility to use the computer lab you may be asked to show your Salisbury University student I.D. card.
- Tobacco products (including chewing tobacco) are not allowed.
- Food is not allowed.
- Copying copyrighted software is not permitted.
- Game playing is not allowed in the labs.
- Keep your work area clean and quiet.
- Headphones are to be used at all times when listening to music or sound on the computers.
- When wearing headphones, please adjust the volume so that only you can hear the sound.
- Pick up any trash you create.
- Log off of the computer when you are finished.
- Please push in your chair when you leave.
- Printers are not to be used as duplicating machines, limit printouts to two copies. Printouts should be picked up promptly; any printout not picked up within two hours will be recycled.
- Printing is only done on the paper provided in the printers. Specialized or customer-provided paper is not permitted*.
- Students have a quota of 300 printouts per week. Use your printouts wisely.*
- Skateboards, roller blades, or bikes are not permitted.
- Cell phone use is not permitted in the labs. Please turn off or set to vibrate all cell phones and beepers when using the computer labs.
- Phones in the labs are not meant for personal conversation. For calls lasting longer than two minutes, please use a public phone available in all university buildings.
- Unattended children are not permitted. Any child brought into the computer lab is the sole responsibility of the parent/guardian.
- If there is an incoming class, we ask that you save your work and move to another lab. Please do not disturb the classes that are in session.
- No additional software may be loaded onto the hard drives of any academic computer without first consulting IT.
- You must check with the lab attendant before attaching personal (non-SU-owned) hardware to a lab computer, such as headphones or USB/thumb/flash drives. Use of non-SU equipment with our computers is unsupported and done at the user's risk, and the user is responsible for any damage that may be caused by use of such non-standard equipment with our lab computers.
- During busy times, students who need to do academic work can log on. Students using the labs for non-academic purposes may be asked to log off during busy times to make computers available for students needing to do academic work.
- Computers and network ports are for Salisbury University use only. SU does not provide ports for personal computer access in the labs.

You will be asked to leave the lab for failing to comply with the above rules. Any individual causing a disturbance or failing to comply with the lab rules or with the Acceptable Use Policy will be reported to the appropriate authorities.

*Some classes have made special provisions for this in certain instances. In those cases, the paper has been provided by the professor for a specific purpose, and has been pre-approved for use.

**We understand that sometimes even the most judicious use of your print quota may not be enough during some weeks. We often try to anticipate high print volume periods by automatically increasing print quotas during those times. However, if you do find yourself out of prints during a week, see the Help Desk. Depending on how your prints have been used, we may be able to give you a one-time print increase (e.g., if you've made 300 copies of one document instead of printing out a master and making copies on a copier and now need more printouts, we won't be able to help. If you're printing out a 350 page paper for class due tomorrow, we'll probably be able to help you get those last 50 pages.).