

## **English Department Computer Lab Policy**

(Effective 3/1/07)

All users are requested to sign in when using the lab during open lab hours.

For security reasons, an instructor or lab employee must be present any time that one or more students are using the lab. There are no exceptions to this rule.

With the exception of regularly scheduled semester evening classes, the labs will be cleared of all students at the posted closing time. Open lab hours cannot be extended for individual students or groups of students even if a faculty member agrees to be present. Student lab employees will lock the lab doors and set alarms promptly at the posted closing times.

Instructors scheduled for evening classes in the labs will be provided with a key for the semester and must vacate the lab and ensure that it is locked no later than 9:20 pm. All instructors must return their lab keys at the end of the semester. Faculty not teaching in the labs during a given semester are not permitted to have a key to any lab. Keys are not needed by these faculty because labs are open for use only during posted hours.

If an evening class is not in session, students may use the lab until the posted closing time. Student lab employees will lock the lab doors and set alarms promptly at closing time. No students may be working in any lab after 9:00 pm. (The only exception is students enrolled in an officially scheduled class that meets in the lab until 9:15 pm.)

Students shall not save personal or class assignments on individual lab workstations. The Computer Lab Coordinator and lab staff are not responsible for any data saved to computers.

Computer lab users are responsible for their own belongings. The Computer Lab staff are not responsible for items lost or stolen while using the computer lab.

Scheduled classes always have priority using the labs. Lab staff may request that students not enrolled in a scheduled class save their work and return to the lab during open lab hours.

The lab staff is available for hardware and software support as applicable. Should equipment fail or become inoperable during a scheduled class period, an alternate lab will be offered based on availability.

Lab equipment is maintained by the Computer Lab Coordinator and lab staff. If any is found to be defective, please inform one of the lab employees as soon as possible.

Printers in the labs are intended for printing English coursework only. If continuous excessive printing (over 20 copies) is noted, the Computer Lab Coordinator reserves the right to halt print jobs or deny printing rights for the remainder of the semester.

Food, drink and tobacco products are not permitted in the labs.