

## **Antelope Valley College Open Computer Lab Rules and Procedures**

This notice is intended to inform you about the rules and procedures regarding computer use in AVC's Open Computer Labs. By using the Open Computer Lab you are agreeing to the following rules and procedures.

You should familiarize yourself with the "AVC Computer Use and Electronic Mail Guidelines" document, available from the Lab Technician upon request and found in myAVC, in the Computer Labs channel on the Academics tab. The "AVC Computer Use and Electronic Mail Guidelines" document governs use of computers and computing resources campus-wide at Antelope Valley College. You should also be familiar with the Student Code of Conduct, available from Student Services.

### **Rules**

**If you violate any of these rules, you will be asked to leave the Open Computer Lab. If you do not comply immediately with the request to leave the lab, Campus Police will be called and a report will be made. If a report is made you will be required to meet with the Vice President of Student Services for a hearing and possible disciplinary action.**

1. Use courtesy at all times. Act responsibly. Respect the rights of other users, respect the integrity of the computer systems and related physical resources, and observe all relevant laws, regulations, and policies.
2. The Open Computer Lab is for use by currently enrolled AVC students, or for AVC registration purposes.
3. You must have a current AVC student ID card to use the Open Computer Lab, or be using the lab for AVC registration purposes.
4. Lab entry is permitted for computer users only. One person to a computer. No doubling up.
5. Children and pets are not allowed in the Open Computer Lab, and may not be left anywhere on campus unsupervised.
6. Food and drink are not allowed in the Open Computer Lab at any time, with the exception of **water** in a sports bottle. Sports bottles must have a top that pops or twists up or down, but does not come off for drinking.
7. Do not talk on your cell phone in the Open Computer Lab. If you need to use the phone, step into the hallway.
8. Use headphones when listening to music, or other audio, and keep the volume at a level that cannot be heard by others using the lab.
9. If you are looking at offensive material, you will be asked to leave the Open Computer Lab immediately.
10. Smoking is not permitted. It is prohibited by law to smoke inside any campus building, or within 25 feet of any building entrance or exit.
11. Both law and College policy prohibit the theft or other abuse of computing facilities. Such prohibitions also apply to unauthorized entry, use, transfer, and tampering with the accounts and files of others, including interference with the work of others and with College computing facilities.

### **Procedures**

- All Open Computer Lab users must check-in with the Lab Technician. Use your student ID card to check in. Provide the name of the course for which you plan to use the Lab. Users must also check out when leaving the Lab.
- Bring your own USB drive on which to save your work. Files may not be saved onto the hard drives of lab computers. AVC is not responsible for lost or corrupt files.
- Printing cost is \$0.15 per page.
- A 2-hour time limit will be activated if students are waiting.
- Lab Technicians do not teach, tutor or support the Lab users on how to use the computers or any of the software installed in the Open Computer Lab. It is your instructor's responsibility to show you how to use any software he/she requires for a grade.

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