General Lab Rules

Rules make labs run efficiently and help users feel comfortable and welcomed. Here is a list of dos and don'ts. Use this list to make your own.

Do not...

- eat, drink, or smoke in the labs.
- send, view, or print messages or graphics that are offensive or sexually explicit.
- bring software, including games, into the labs.
- make any changes to the system files on the computers in the labs.
- copy software or files without authorization. Any student caught copying copyrighted software or illegally using or distributing copyrighted software may be expelled from the lab.
- misuse the network in the labs. This includes halting, slowing down, breaking security of the network, or abusing another person's data.
- save your work on the hard drive of the machine you are working on. This is because you may not find your work there the next time you use that computer.

Do...

- always save your work on floppy disks.
- remove floppy disks from drive A: before shutting down
- leave your disk with your instructor.
- respect the privacy of other users.
- report any computer problems to the instructor in charge of the lab.
- work quietly in the labs so that all users may work undisturbed.
- clean up your work area when finished.
- shut down your computer properly and collect printouts when done. Anything left in the labs will be discarded

Remember...

- You are responsible for your files and diskettes.
- The school is not responsible for lost work saved on hard disk or floppy disks.   You are advised to make backup copies of your work (i.e. use a second disk).
- All floppy disks are to be labelled clearly with your name and class. Any disk found with a user's name on it will be handed over to the instructor and kept until collected. Disks without names will be discarded

Printing...

- Use only the paper purchased by the school. Do not use other paper for printing.
- Do not use the printers to print multiple copies of print jobs

● GENERAL LAB RULES

Using the Internet

- No games or Internet entertainment applications are allowed (e.g., MUDs, MOOs, IRC, etc.).
- Downloading and installing any software or running any unauthorized program on computers is not allowed.
- Spamming (forwarding or resending junk e-mail) is prohibited.
- Treat the lab as a professional environment. Use caution and common sense when browsing the Web.

Make flash cards (see sample) for each rule whenever possible. Display around the lab.