

SoAD Quigley Computer Lab Policies

1. NO FOOD or open food containers or packages are allowed inside the lab. You may eat outside in the hall if necessary. Drinks must be in re-sealable vessels with lids or caps. Avoid cans and styrofoam cups. Throw away all of your trash before leaving the lab.
2. Offensive material on any computer logged in with your ID and Password will result in immediate failure and possibly a referral to the student judiciary committee or dean.
3. Games, cell phones, non-class related material or internet use, and general disruptions are not permitted, and may warrant your immediate discharge from the lab. Earbuds must be used if music is playing on your computer. Students may use the systems and software *only for assignments specified by an instructor*.
4. SAVE YOUR WORK on your flash drive before you leave the lab for the day. You can expect any data that is left on the desktop to be deleted at any time without warning. The computers can and will be cleaned out regularly with no prior notice. It is your responsibility to back up all of your work files.
5. Students shall not move or unplug any cables or equipment. The connecting of any peripherals (aside from removable storage) without prior permission is prohibited.
6. No software application, subdirectory, or batch file shall be added to, removed from, or copied from any of the lab systems.
7. Bags, books, coats, etc., shall not be placed on the computer systems or peripherals.
8. Students responsible for intentionally damaging any of the computer systems, peripherals, or desk tops will be held financially accountable for replacing the replacing the equipment. DO NOT CUT ON THE DESK TOPS without a cutting mat.
9. ***Big Brother is Watching You!*** We have a program in the lab called Remote Desktop. With this program, instructors and lab monitors can see what you are doing at all times. We can take control of your computer, turn off programs, send you notes, and do a variety of things to make sure you stay on task and follow the aforementioned policies.
10. In addition, there is video surveillance recorded 24/7.