

Academic Computing Labs-Use Policy

Conduct

- Patrons must show their valid TEXAS STATE UNIVERSITY ID card upon request.
- Only spill proof drink containers are allowed. All other drink containers are prohibited.
- Patrons should respect the privacy of others work, user files, disks, and passwords.
- Labs are a resource for quiet study and noise should be kept to a minimum.
- Abusive language or disruptive behavior will not be tolerated.
- Cell phones must be muted or turned off. Patrons should step outside the lab to place or receive calls.
- Lab Staff are not responsible for lost, stolen, or misplaced items. Found items will be turned in to UPD.
- Pets are not allowed in the labs.
- Lab phones are for lab staff. Emergency calls from Campus Police will be forwarded to students.
- Only official lab signage and messages may be posted in labs.

Resources

- Patrons may not copy software, manuals, or other materials for any reason without the express written approval of the originating source. No exceptions can be made.
- In order to preserve a stable computing environment, outside software will not be installed on lab computers. Request can be made at <http://softreq.labs.its.txstate.edu/>.
- Patrons may only utilize one computer at a time.
- Patrons' data files should be kept on their own CD, USB storage device, or networked storage area. Files saved to the lab computers will be removed without warning.
- The university does not assume responsibility for unauthorized access or damage to data on lab systems. Patrons are encouraged to back-up data files for their own protection.
- The computers and software in the labs are to be used for course related assignments and educational purposes only and are not available for commercial use.
- Use of laptop computers is accepted in standalone (non-networked) mode; however, individuals should contact the ITAC Help Desk for any assistance with their laptop.
- Documents printed on lab printers are limited to 25 pages. Large jobs can be sent in batches. Lab Staff must approve the use of any outside paper.
- Patrons should not leave their computer unattended, after 15 minutes of inactivity they will automatically be logged off.

Violators of the lab policies may be asked to leave the lab facility. Violation or continued violation may result in the suspension of lab privileges. Student Lab Assistants are responsible for the security of the Computer Labs and the enforcement of lab rules and policies, not the creation of the policies outlined here. If questions or concerns about their conduct arise, please email a Lab Manager.