

## **Math Department Computer Lab Policy**

(effective 05/01/2009)

- For security reasons, the lab coordinator or a 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 any scheduled semester evening classes, the labs will be cleared of all students at the posted lab closure times. 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.
- If an evening class is not in session, student lab employees will lock the lab doors and set alarms promptly at the posted closing times. No students may be working in the labs after the lab is closed. No exceptions.
- 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 that is saved to the computers.
- Computer lab users are responsible for their own possessions, and 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 the scheduled class save their work and return to the lab during open lab hours.
- 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 Mathematics coursework only. If continuous excessive printing (over 20 pages) 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 to be brought into the labs.