

# Digital Arts Center Computer Lab Rules

## LAB USE

- All students must sign in and out at the Front Desk when entering and leaving the Open Lab area for any reason. Students must leave a photo ID at the Front Desk while using the lab.
- All students must be enrolled in a SoMA or affiliated class to use the Open Lab. A list is available at the Front Desk and on the DAC site. (<http://dac.sbccc.edu>)
- Lab seating is limited. Students not using a computer may be asked to leave the lab.
- Students using the computer for non-academic purposes may be asked to leave the lab.
- A173 is for open use only when all video stations in the Open Lab are full.

## CONDUCT

- All students using the labs must comply with the SBCC Student Code of Conduct, Electronic Communications Policy, and Student Computer Use Policy. (<http://www.sbccc.edu> for details)
- Unattended children are not permitted in the lab.
- Pets are not allowed in the lab.
- Staff and tutors may ask students to remove food and drink at any time.

## TUTORS

- 3-Minutes, 3-Feet: As a guideline, tutors are limited to helping students with specific questions that take less than 3 minutes to answer, and they must not take control of a student's computer unless absolutely necessary. If a given question will take more than 3 minutes, the student should research the problem to formulate a more specific question.
- There is a 15 minute waiting period between questions for the tutors. This is to discourage questioning tutors too frequently thereby coveting their time and to encourage students to learn to solve some problems on their own.

## EQUIPMENT

- Material checkout policy: students may use equipment while in the DAC only, Front Desk personnel hold student ID cards until the equipment is returned.
- Students may be asked to move if the computer they are using has priority for a task or must undergo maintenance.
- **Copying any software from the computer labs is ILLEGAL.** Anyone attempting to copy software will face disciplinary action from SBCC. Software piracy may also result in legal action from the Software Publisher.
- Prints in the Open Lab must be paid for using the Campus Card system. Color and other specialized prints require instructor permission on a case by case basis.
- The Work folder on lab computers is the appropriate place for files while a student is working on the computer. Any files left on lab computers may be deleted. Students are responsible for backing up critical files.
- Access to classroom equipment such as printers, cabinets, drawers, etc. is restricted to lab employees only. If you need help, ask a lab employee.
- Please recycle paper by placing it in the appropriate basket (white or colored paper).
- Students should leave workspaces clean – chair pushed in, garbage thrown away, etc.
- SBCC personnel are not responsible for any items lost or stolen in the DAC.
- Students are required to shut down their workstation completely when they leave.
- Report computer problems to a tutor. Do not attempt to fix them yourself.

**\*\*Violation of These Rules May Lead to Revocation of Lab Privileges\*\***