

## **Computer Lab Guidelines (Appendix B)**

**Violations of the laboratory rules or the SUM Library Internet Policy agreement will result in loss of computer privileges or other disciplinary action.**

1. No eating or drinking in the labs.
2. No games of any kind or Internet chat.
3. Labs may be closed during classes

**If there is a shortage of available machines, users must give up their computers if they are needed for a higher priority use. Priorities for use of the computers are:**

1. Regular classes meeting in the computer labs
2. Working on assigned homework and class projects
3. Personal communications (e-mail, web browsing, etc.)
4. Other personal or recreational uses

### **General Rules**

1. Do not modify or delete any system files on any computers.
2. Respect the equipment. Don't remove or disconnect any labels, parts or cables. Do not read or modify other users' files.
3. Please log on properly to computer, if do not know the proper password library staff. If you are not logged in properly you may not be able to print your documents..
4. No eating or drinking is allowed in the lab.
5. Do not run programs that continue to execute after you log off. Keep the labs clean.