**COMPUTER LAB GUIDELINES**

The primary purpose of computer lab resources is for academic research, study, and class assignments. Lab users have a right to expect a quiet, clean environment that is conducive to learning. These guidelines are intended to outline the responsibilities of lab use within the Campus Community.

All activities must adhere to the Guidelines for Network and Computer Use Policies for Information Technology Resources.

1. Use of the lab is restricted to the current students, faculty, and staff. Lab Attendants will request a Cheyney University ID upon entering each lab.
2. No food, drinks, pets, or bicycles are permitted in the labs.
3. Children are not permitted in the labs without the supervision of their parents.
4. The use of profanity and loud conversations are not permitted in the labs, as it is a disturbance to other users. This also includes listening to music with the earphone volume turned too high or students talking on cell phones. Students engaged in loud, disruptive conversations in the labs would be asked to leave.
5. Users are responsible for saving their documents on their own flash drives, jump drives,  or CD-ROMs.
6. When all workstations are in use and students are waiting to use a computer, the lab monitor will ask those using computers for recreation (games, web browsing not related to class/instruction, etc.) to relinquish their seats to those needing to do their academic work.
7. While you have the freedom to view varying types of materials, please remember that others in the lab may, and can, see what you are looking at. We are not trying to dictate what material you may view, only asking that you have respect for other people's feelings while doing so.
8. Downloading or installing programs on the hard drives is strictly prohibited. Each PC has Deep Freeze installed. Any information saved or installed on the systems hard drive will be removed once the PC is rebooted. Use of lab equipment to view or download materials may require the user to demonstrate his/her educational or research purpose for such use.

*Intentional failure to comply with these guidelines will result in action that may include suspension of user privileges.*