Rules for CSCI Laboratories

1. **DO NOT SHARE YOUR ACCOUNT. YOU ARE THE ONLY PERSON AUTHORIZED TO USE YOUR ACCOUNT.** IF SOMEONE USES YOUR PRINT QUOTA BECAUSE YOU FORGOT TO LOGOUT, YOU WILL NOT BE REFUNDED.

2. **FOOD, DRINK and TOBACCO of any kind are prohibited!**

3. The lab must be kept clean at all times. Please CLEAN UP your own work area.

4. Do not install any software on a lab computer without prior authorization. No files are to be stored on C: or D: without permission.

5. Recreational use of computers including “web surfing” should be limited to off-hours.

6. Tell lab worker about malfunctioning hardware or software.

7. Do not copy copyrighted software. It is illegal.

8. All equipment and manuals must remain in the lab. Equipment may only be moved or disconnected by authorized personnel. Do not move keyboards, mice, or monitors.

9. Prior permission must be received from the CSCI Systems Manager before bringing a home computer into the lab. Home computers brought in must have ownership papers and be complete systems. You may not use keyboards, mice, monitors or printers from lab machines.

10. Do not abuse the laser printers. Limit printing to final drafts (no source code). Quotas are in effect. All printers use supplies provided by the department. **DO NOT USE PERFORATED CONTINUOUS FORM PAPER IN A LASER PRINTER.**

11. No one is to remain in the labs after hours unless they have completed and returned a “Request for After Hours Admission” form.

Failure to comply with these rules will result in removal of your account and lab privileges. Illegal activity may result in criminal prosecution.