Computer Lab Rules/ Regulations

General Comments

    The English Communication Center (ECC) consists of two private labs provided and funded by course fees and grants written by the English department specifically and exclusively for use by English department students and faculty and students registered for English Composition I-C and English Composition II-C classes who have paid their course fees. Anyone who does not fit these categories for the current semester may **<u>not</u>** use the labs for any reason, including printing papers.

Student Conduct:

    Use of the ECC labs is a privilege conferred by the English department on students who may benefit from its use, not a right gained by payment of lab fees. Use of the computers, network connection and software available in the labs can greatly augment a student's compositional skills. The software provided by the English department on these machines is specifically designed to provide optimal tools to this end and is expected to be used as it is intended. By entering the ECC lab, a student implicitly agrees to the following code of conduct and is expected to be familiar with said code:

Physical Conduct

Instructors should ensure that students adhere to the following rules:
- Do not bring food, chewing gum, or drink into the lab.
- Do not place bags or clothing on the tables.
- Do not leave trash anywhere in the lab.
- Do not interfere with the work of other students.
- Conduct yourself as a courteous and civil human being.

Computer Use

Instructors should ensure that students adhere to the following rules:
- Do not attempt to download or install <u>any</u> software on your workstation.
- Do not alter the screen interface or attempt to access system files on your workstation.
- Do not allow your friends or acquaintances not registered for specified classes to use the ECC.
- Do not save files to the computer hard drive or desktop.
- Do not attempt to change the desktop wallpaper.
- Do not attempt to bypass or alter any security or safety software or settings.
- Do save your work on your zip drive and make a back-up copy.
- Do remove your CD R/W, floppy disk, or memory stick and log off before you leave class.

Lab Usage

When a class is in session in the ECC labs, the labs are <u>closed</u> to anyone not in the class that is in session. Students should not interrupt a class that is taking place in the labs in order to type or print a paper. This includes the fifteen-minute breaks between classes.