

Computer Lab Rules

Food, drink, and tobacco products of any kind are not permitted in the labs. Please finish or dispose of these items before entering. You will be asked to leave if you have any of these items in the computer lab.

Please be considerate of others in the lab and go about your work quietly. For this reason, cell phone use is prohibited in the lab area. Anyone causing a disturbance may be asked to leave the labs.

Connection of personal computing devices (laptops, etc.) to the Albright network is strictly prohibited in the computer labs.

Do not give your network account information to anyone, and do not log anyone else on to the network with your account. Doing so is a violation of the Acceptable Use Policy and can result in the deactivation of your account.

If you are having a problem with your network account, first try logging on to a different computer. If the problem persists ask the Lab Consultant for assistance or contact the IT Help Desk.

Computers with scanning capability are reserved for that purpose. Please do not use these computers unless you are using the scanner or there are no other computers available.

Do not print more than twenty pages at one time or more than five copies of a single document. **Do not** print multiple high-resolution images or web pages. The copy machine is available for making multiple copies. The Lab Consultant will cancel any print jobs that violate this rule.

Documents should not be saved to the hard drive. Any documents found on the hard drive will be deleted. IT Services is not responsible for documents lost in this manner.

ITS provides each user with a personal network folder for saving files. Each lab computer has a floppy drive and zip drive as well. ITS strongly recommends keeping a backup copy somewhere other than just a floppy or zip disk.

Report all problems with lab computers to the Lab Consultant or the IT Help Desk.