



**INFORMATION TECHNOLOGY SERVICES  
POLICIES AND PROCEDURES**

**Policy Name:** Lab Etiquette Policy

**Policy Number:** ITS-LAB-001

**Subject:** Lab Etiquette

**Initial Effective Date:** 2/17/2006

**Approval:** \_\_\_\_\_

**Last Revision Date:** 3/27/2006 AJH

**I. DESCRIPTION:**

It is IT Services policy to require that certain rules and regulations need to be followed when using lab facilities that are staffed by ITS Lab Consultants.

**II. PURPOSE:**

This policy is to ensure a neat, safe, and quiet environment for students or employees to work in College computer labs.

**III. SCOPE:**

This policy applies to all users of College computer labs, including students in all programs and all employees. It applies only to those labs staffed by ITS Lab Consultants.

**IV. RESPONSIBLE PARTIES:**

Lab Consultants are responsible for enforcing specific rules and regulations and general etiquette. The IT Services Help Desk Analyst is responsible for updating and posting these specific rules and regulations.

**V. REFERENCES:**

The *Albright College Computer Lab Consultant Policies & Procedures* document  
The *Albright College Computer Lab Rules* document  
The *IT Services Lab Consultant's Handbook*

**VI. PROCEDURES:**

The Head Lab Consultants or the Help Desk Analyst should review and update The *Albright College Computer Lab Consultant Policies & Procedures* document annually. Lab Consultants on duty should follow the instructions laid out in the *IT Services Lab Consultant's Handbook* when enforcing the rules in the *Albright College Computer lab Etiquette and Policies* document.

**VII. EXCEPTIONS:**

If a lab is being occupied by a scheduled class, normal rules are enforced at the discretion of the Instructor for the duration of the class.