

Computer Lab Use Policies

- Absolutely no food or drink in the labs.
- Absolutely no pets in the labs, except Seeing Eye dogs.
- Cell phone use is prohibited, no exceptions.
- Do not install AOL or any other software, games or images on the PCs.
- Do not change any of the pre-set PC settings.
- Report all hardware/software problems to a Lab Monitor or call the MIT Help Desk on ext. 5400.
- Do not use faulty or defective disks. This will cause damage to the drives on the PCs.
- Any unlabeled diskettes left in the labs will be discarded.
- If your PC is left idle for more than 30 minutes, your computer will automatically reboot.
- If you leave the lab for more than 15 minutes, your computer will be shut down by MIT Staff.
- To avoid losing your work, remember to save documents every 10 minutes to a USB Drive, Zip Disk, CD-RW, or email it to yourself. Please try not to save work to the hard drive, as your work will be lost if the PC is restarted.
- During high volume use of the Lab, Spelman students have priority access.
- All students are expected to use the lab in such a way that the ability of others to work in the lab is no way infringed. Students are required to clean up their area for the next person (i.e., the removal of trash).

Warning: Non-compliance with any lab policy may result in you being asked to leave the lab and/or further disciplinary action.