

## **Lab Information, Guidelines and Rules**

COCC provides Computing Labs for the independent study and use by students and community residents. All users have the responsibility to use the COCC Computer Labs in an efficient, ethical, and legal manner. Users of the COCC Computer Labs are also expected to abide by the following guidelines & rules. Individual computer labs can post additional operational rules and restrictions that are considered part of the COCC Computer Lab Guidelines and Rules acceptable use.

### **Academic work always has priority over other uses:**

- When space is available, the public is welcome to use the computer labs located in either the Bend Boyle Education Center or Redmond Technology Education Center.
- Students doing course work take priority over other users. Others doing non-course work, may be requested to return later.

### **Do not expect absolute silence when using the computer labs:**

- There will be times when the Attendant on duty needs to help users with applications, printing, and other problems as they occur.
- There also could be times when students are quietly helping each other work through problems.

### **The computer labs are not the place to have telephone conversations:**

- If you receive a call on your phone, please go outside to have your conversation - others are trying to work. Please leave the lab to make outbound calls.
- There are courtesy phones available for students to make on and off campus phone calls. These phones are located in all buildings on campus.

### **Shoes and Shirts are Required.**

### **Absolutely no food allowed.**

### **Acceptable and unacceptable drink containers:**

- Drinks in disposable containers are not allowed
- Containers must have screw on lids and be kept closed except when in use.

### **Accept limitations or restrictions on computing resources:**

- Such as storage space, time limits, or amount of resources consumed. Such restrictions are designed to ensure fair access for all users.
- You are expected to use computing resources in a responsible and efficient manner.

**Accept responsibility for your own work by learning appropriate uses of software.**

- Backup copies of important work.

**Pay to Print fee:**

- Come to the labs prepared to print with a COCC ID or Print card.
- The staff cannot accept cash, checks, or credit/debit cards.

**Children (under age 14) are not permitted in Student Computing facilities unless directly supervised by a responsible adult.**

- This adult accepts responsibility for maintaining acceptable behavior on the part of the child.
- If necessary, the responsible adult will be asked to remove the disrupting child or children.

**Any student that has special needs of the COCC computer labs or classrooms must first get in contact with Disability Services located in room 124 in the Boyle Education Center, or call 383-7743 or 383-7583 for assistance.**

**The College will make one of two announcements if road conditions are questionable:**

- "The College is closed," this will include all drop-in computer labs.
- "Classes are canceled but the College is open," in this case the Pioneer drop-in lab will remain open 8:00 a.m - 4:30 p.m. Call 383-7719 for additional information on other labs.

**If any individual in the lab engages in behaviors that interfere or impede legitimate educational purpose, computer lab staff will require the offender to cease the disruptive behavior. If the disruptive behavior continues, the offender will be required to leave the lab.**

- Repeat offenders may be required to secure the written permission of an Instructional Dean to be readmitted to the computer labs.
- If ejection from the lab involves a significant disturbance, the staff member involved will call campus security or the Bend Police.

**Connecting personal computers directly to the COCC network by unattaching COCC computers is prohibited.**

- Students wishing to connect personal computers to the COCC network can do so by either using wireless or connecting to one of the authorized wired Ethernet ports available in the Library and Pioneer Hall lobby areas.

**Access to and utilization of the resources of the COCC Computing facilities is a privilege and NOT a right; they can be withdrawn or curtailed forthwith and without notice if there is a reason to believe that the user has or may have violated these guidelines or applicable law.**

Issues concerning these guidelines, allegations of harassment, or other irresponsible use of computing resources should be brought to the attention of Laura Boehme, Director of ITS Infrastructure by sending electronic mail to [lboehme@cocc.edu](mailto:lboehme@cocc.edu) or calling 383-7791.