

MAC LAB RULES

- **MAC LABS ARE FOR CLASS USE ONLY. NO COMMERCIAL USE OF ANY TYPE IS PERMITTED.**
- Students **MUST SIGN IN** with the lab assistant and must have a current TJC Student ID card before entering the lab during open lab time. Students **MUST SIGN OUT** when leaving.
- The lab assistant's primary duty is the check-in station. See your instructor for questions concerning your assignments.
- The Lab Assistant will handle computer or printer malfunctions. The lab assistant is the authority during open lab hours. Students who refuse to cooperate will be reported to their instructor and will lose points off the current project. Lab suspension may also result. The lab assistant's job is **NOT** to do another student's assignments.
- Persons using T 102 Mac Lab must be currently enrolled in a graphics class that meets in that lab.
- Persons using T 103 Mac Lab must be currently enrolled in a graphics class that meets in that lab.
- Persons using T 104 Mac Lab must be currently enrolled in a graphics class that meets in that lab.
- No guests or children are allowed in the Mac Labs. Children cannot be left unattended in the hallways.
- **DO NOT DOWNLOAD** fonts, games, software, etc. Never update any software unless told to do so by your instructor.
- **DO NOT DOWNLOAD** AOL messenger or any other instant messaging software. Students caught using instant messenger will be asked to leave the lab and their instructor will be notified.
- **DO NOT** throw away other student's files. Keep current back ups of all your files in addition to student folder. Students should not use the desktop as storage. All student files should be in sub folders inside the student folder
- Offensive language is not permitted. Noise, such as loud talking or sound from the computer, should be kept to a minimum to ensure an optimal learning environment for everyone. Persons engaging in this behavior will be asked to leave the lab and their instructor will be notified.
- No music or talking is allowed during lecture time.
- Cell phones must be turned off during class and set to vibrate during open lab.
- No music during lab time without headphones.
- Reckless behavior or horseplay is not permitted in the lab. Persons engaging in this behavior will be asked to leave the lab and their instructor will be notified. Chairs are for sitting only-facing forward toward the front of the chair.
- **DO NOT** put feet in the chairs.
- Food and drink are not allowed in the lab. Smoking is not allowed in the lab or the building
- Pornography, lewd, offensive, or inappropriate material is not permitted in the Mac lab. This includes material accessed through the Internet. Failure to abide by this policy will result in the student being banned from the Mac Lab and a report filed with Campus Safety. The student will be required to meet with the Dean of Students pending a final decision.
- Students are responsible for cleaning up their work area before leaving. Quit all programs, return chair, etc.
- The student should clean up paper cutter areas immediately after use.
- Unattended print jobs that print incorrectly or cause equipment to crash will be cancelled. The student will be placed at the end of the line to print again.
- Students must return all equipment or materials checked out from the lab assistant before leaving the building. All equipment checked out to the student must be returned on time and in the same condition. The student will be required to pay to have any damaged, lost, or stolen equipment repaired or replaced.
- The lab phone is not for student use. Pay phones are conveniently located in Pirtle Technology across from the snack bar.
- Students are expected to abide by all policies in the TJC Student Handbook when they are on campus. A student caught violating any regulations may be issued a warning or expelled from the lab depending on the seriousness of the offense.
- Valuable possessions should not be left unattended in the labs.
- **DO NOT PLAY** online games and **DO NOT DOWNLOAD ANYTHING** to a hard drive. **DO NOT** change **THE PREFERENCES** of a machine including screensavers without direct permission of instructor.
- Students should notify check out (510-2527) with any change of address, phone, or email.
- **STUDENTS WHO VIOLATE THESE RULES OR ABUSE THE LAB IN ANY WAY MAY LOSE LAB PRIVILEGES.**

Questions or comments regarding lab policy or other open lab issues should be directed to the Program Director, Judy Young at 903-510-2423.

I have read and understand the above lab rules. I understand that if I fail or refuse to follow these rules I may be suspended from using the lab. I will follow these rules.

Print Name

Phone Number

E-mail

Signature

Date
