Computer Lab Policies

The computing facilities at the Seattle University are intended to be used by the University community in a manner supportive of scholarly purposes. The following policies and practices are means of providing quality computing service and resources to our user community. This policy is intended to be an addition to the existing Computer Usage Policy and does not alter or modify that policy in any way.

Facility Administration

1. Admittance to a Seattle University Computer Lab is conditional upon the presentation of a current Seattle University ID (with some form of Photo ID), a Guest Lab Pass, or other acceptable form of ID to the consultant on duty; spouses, children, etc. are not eligible to use the computer labs. Alternative forms of identification, other than those mentioned above are not acceptable. Users in unstaffed computer labs must be ready to produce identification and/or lab passes when requested

2. No food or beverages in the computer labs.

3. No smoking or chewing tobacco in the computer labs.

4. Equipment and cables are to be moved only by authorized personnel.

5. There is a limit of 1 workstation per person.

6. Workstations left idle for more than 10 minutes may be reassigned to another user.

7. Groups may utilize workstations at computer labs as long as such use does not compromise the noise level and work environment of the other users of that facility.

8. Use of a computer could be limited for any one work session during periods of heavy computer lab usage (noted by no available workstations at the facility and waiting lines at all comparable facilities).

9   It is sometime necessary to reserve a computer lab facility for instructional purposes. Every effort will be made to inform facility users ahead of time of such reservations. However, the Information Technology Department reserves the right to close a facility to users at short notice to accommodate instructional needs. All facility users must leave the computer lab ten minutes before a scheduled reservation. The ten-minute interval is necessary for preparation of the incoming class. This rule only applies to the Bannan 404, Engineering 308, and G.E. Lynn Mezzanine/NM5 Teaching Lab/Computer Classroom Facilities.

Printing

1. No paper stock changes will be made in the laser printers. Printing on envelopes or transparencies is not allowed. An exception to rule is in effect for the Casey Faculty/Staff Multimedia Lab.

2. In staffed computer labs, paper in the printers will be refilled by consultants or IS full-time staff only.

3. Printing of long documents (more than 50 pages) must be done in 50 page sections.

4. The laser printers are not provided to serve as photocopy machines; only one (1) copy of a version of a document may be printed on the laser printers.

Software

1. The use of software which supports the primary focus of certain computer labs (i.e. Casey Faculty/Staff Multimedia Lab, Engineering 302A) will have priority over the use of baseline productivity software (graphics, word processing, spreadsheet and database applications) in these facilities.

2. Any other use of a workstation has priority over games.

3. ANY tampering with software or hardware in the Labs or Computer Classrooms IS **prohibited**.

Failure to comply with the workstation facility or computing policies may result in your removal from the computer lab. Repeated violations can result in suspension of all privileges of the computer lab facilities. Violations of these policies will be subject to the normal disciplinary procedures of the University. Information Technology is entirely responsible for the contents of the information above. Please direct any questions or comments to the person listed in the header.