

YASUDA CENTER COMPUTER LAB RULES

As International Extension Program students, you have the privilege of using the Yasuda Center computer lab free of charge.

The computer lab is located in rooms 102 and 103. Room 102 will primarily be used for the “Open Lab” and 103 will be used for overflow. The Lab Assistant will be available during “Open Lab” to help you with computer questions and problems. If you find that you need more time to use the computer lab, there are other computers available on campus in the Library Wedge, and at Jack Brown Hall, room 123. The Yasuda Center computer lab is only open during certain hours. **Please do not ask to use the computer lab outside of posted hours.**

In order to keep the computers working for everybody, there are a few rules you need to follow. **If you do not follow these rules, you will lose your privilege of using the lab.**

- 1) Do not eat or drink in the computer labs; no food or drink is allowed
- 2) Do not print without permission. If you need to print a paper for a class, ask the Lab Assistant.
- 3) Do not print from the web including printing E-mail.
- 4) Do not download software from the web. This includes translation programs, music, videos, backgrounds, etc.
- 5) Do not browse pornography web sites in the computer labs. If found viewing pornography, you will lose your lab privileges.
- 6) Do not misuse or abuse any computer equipment including computer, monitor, mouse, printer or any related computer items.
- 7) Do not change the computer configurations.
- 8) Do not use the computer lab if there is no supervisor or teacher present.

The staff at College of Extended Learning work very hard every quarter to ensure that all the computers are working properly. If there are too many violations reported with your computer use, you will lose the privilege of using the lab. Please be kind and follow the rules