

### St. John Fisher Computer Lab Rules

#### General Computer Use:

- Do not attempt to shut off or forcefully reset computers or monitors. Seek assistance if there is a system error
- Refrain from any changes or activities that may result in the damage and/or destruction of any software or hardware
- You should not modify the system, download executables(\*.exe), or install any applications
- No one should make unauthorized copies of copyrighted software
- Users should make certain to log out of email and computers properly to prevent identity theft

#### Computer and Email Accounts:

- Computer and email accounts are for individual use only, and should not be made available to others for any purpose
- Computer accounts are available to support academic or administrative work and are to be used only for the purpose for which they are authorized
- All Password and account change requests require the user in question to be present and to have a valid SJFC ID card or photo ID
- Users should not use email to send/forward chain letters, distribute unsolicited advertising, or to harass or offend others
- Students are responsible for maintaining their email and personal storage (P:drive) directory space quotas
- Email attachments add significantly to email quotas and are better kept in one's personal storage (P:drive) directory or on external media
- Personal web page content must not violate copyright or state and federal laws

#### User Responsibilities:

- All users are responsible for using the labs in a proper, ethical, and lawful manner. Failure to act responsibly will result in loss of privileges and appropriate disciplinary action
- Students must have a valid SJFC ID card to use the computer resources. Failure to show a valid ID when requested will result in expulsion for the lab
- Personal property is the sole responsibility of the owner. This also includes (but is not limited to) flash drives, CDs, and the data contained therein
- Any lost items should be turned in to the "lost and found" located at the OIT Help Desk or to Campus Safety
- No food or drink is allowed in the computer facilities on campus without prior approval from OIT
- No children are allowed in the computer labs, regardless of whether or not they are using the systems
- Conversations should be kept at a reasonable tone (much like a library). Please respect the needs of others so they are able to work without distractions
- No one should store files, programs, etc. on the computers. Any personal data left on the computers will be deleted at OIT's discretion

#### Printing:

- Print only one copy of a document using the laser printer. Make additional copies using a copier
- PowerPoint presentations should be printed as hand outs only
- Only print information needed for academic use. Avoid printer pages with multiple graphics
- Printouts to custom paper are not allowed except resume printing in Kearney with assistance of the OIT Help Desk staff. In addition, Central Duplication can produce copies on specialty paper