

# Balsam Computer Lab Policies

The computer labs in Balsam Computer Technology Building are for use by students who are currently enrolled at Asheville-Buncombe Technical Community College (A-B Tech). Students using the labs are expected to observe the following regulations to ensure that the computer environment is maintained efficiently and professionally. **Proper use of the lab is your responsibility.**

**Internet Access.** In addition to software needed to complete course work, A-B Tech provides Internet access for **school-related work**. With access to computers and people all over the world comes the availability of materials that may not be considered to be of educational value in the context of the school setting and may be considered controversial or offensive to some. **A-B Tech does not allow the use of such materials.** Students are given the privilege of having access to the Internet, along with the responsibility of proper use. It is the student's responsibility to use the Internet in an appropriate manner.

- All students must sign in and out of labs except when attending regularly scheduled classes.
- No food, gum, or drinks are allowed in the labs.
- Students must be familiar with both computers and software. No classroom instruction will be provided.
- No using inappropriate language - no vulgarities or abusive language.
- Remember that students plan lab time to complete classroom assignments. Please go to the student lounge areas to visit or have conversations.
- No children, friends, etc., are allowed in the labs. The labs are for current A-B Tech students who are working on **College assignments**. Children may not be left unattended nor may they be with you in the lab.
- Lab users are expected to exhibit proper housekeeping habits. Please leave the work area clean. Let the lab aide know when equipment is not operating properly.
- Students are to supply their own storage media (floppy disks, CDR/RWs or USB drives). Bring **only** the storage media used in courses (e.g., data file disks). Do not bring or install unauthorized software in the labs.
- Using equipment and supplies purchased with state funds to generate personal income is *illegal*. Absolutely no use of equipment to produce documents for monetary profit is allowed.
- No downloading or saving files to the computer hard drives is allowed.
- No illegal copying of software or software copyright abuses will be allowed. The College software policy will be enforced.
- A-B Tech has the capability and reserves the right to observe and document your use of the college computers.
- Students may not make any changes to computer configurations unless instructed to do so by an instructor. This includes changing the desktop settings and backgrounds, changing screen savers, and adding items to the desktop.
- Lab aides are also A-B Tech students. They have had several computer courses; however, they may not be able to assist you with your **particular** class assignment or software problems. Please be courteous to them. They will try to answer your questions accurately.
- The lab hours are tentative. The posted hours are usually correct; however, because of College functions, staff absences, etc., they may be modified without notice. When the College is closed for students because of inclement weather or instructor workdays, the labs will not be open. Any time a peer tutor or staff member states the lab is closing, all participants will leave immediately. **No exceptions.**
- The labs are open to assist you in your studies. Any violations of our policies may result in your loss of lab privileges or others' loss of lab time because of software or hardware damages. **Failure to follow the above policies may result in the revocation of all lab privileges, college disciplinary action (as specified in the Code of Student Conduct in the Student Handbook), and civil or criminal prosecution.**

***Please help keep our computer labs effective and efficient.***