Marietta Computer Lab Terms of Use

The Marietta Computer Lab is available to the students of Chattahoochee Technical College and other Colleges a part of Technical colleges system of Georgia. Therefore, a student ID is required when using the lab. The lab also has certain policies that all students must comply with. By signing in to use the lab, the student recognizes the policies and procedures and agrees to comply with them. The policies and procedures are as follows:

<u>Computer Lab Policies and Procedures</u>

1. Every student must sign into the lab on the designated sign in sheet.
2. All information is required to be filled out when signing in.
3. Each student must present a Valid Student ID to the Lab Monitor in order to use the lab.
4. Students must be aware of designated sections for the use by certain majors only.
5. Cell phone use is prohibited while in the lab and ringers must be turned off.
6. Food and drinks are not allowed near the computers; place them in the designated tray.
7. Printing is limited to B&W printer only. No Color printing for student.
8. There are to be no "Study Group" studying in Computer Lab.
9. There will be no disrespect towards any employee of the Lab.
10. Browsing is permitted so long as a student doing schoolwork does not need the computer.
11. Students must comply with the Lab's rules and Monitor's announcements.
12. Students must sign out of the lab when they leave.
13. No children allowed in Lab.

There are no exceptions to any of the above policies. If a student does not wish to comply with any one of the outlined policies, the student is subject to removal from the lab as well as being reported to Student Services and Security. Incidents that occur, depending on the severity, that are reported to Student Services will be recorded on the Student's record.

Thank you for your cooperation