

John A. Logan College Computer Lab Rules

1. All computer lab users are expected to comply with John A. Logan College Board Policy 3365 - Regulations regarding the use of electronic information. These regulations can be viewed online at: <http://intranet.jal.cc.il.us/BPolicy/3000/3365.htm>.
2. Open access computer lab usage is made available only to Faculty, Staff, and currently enrolled Students. Photo ID may be required before accessing a computer.
3. Children are not permitted in the labs without the supervision of their parents.
4. No food, drinks, tobacco products, cell phone usage, accessing pornographic websites, chatting, playing of games, or loitering permitted in the lab.
5. All computer lab users must abstain from using computing resources to violate any federal, state, or local law.
6. All computer lab users must abstain from using computing resources for activities not related to academic endeavors.
7. A variety of program software is available for use in the Lab. These programs have been specifically configured for our computers and peripherals. Students should not modify, copy, or install any software on the lab computers. If you encounter any problems you should immediately contact the student computer lab assistant on duty.
8. Unauthorized and illegal copying of any licensed software is strictly prohibited.
9. Student computer lab assistants will help you locate software programs and solve printing problems, but they are not expected to be tutors. Students needing tutoring in the use of software programs are advised to contact their Instructor.
10. To help manage the cost of printing, users are asked to make only one master-copy of documents. Multiple copies should be made on copy machines. Personal materials should NOT be printed in the lab.
11. Lab users are responsible for saving their documents on their own removable media.
12. JALC computer lab personnel are not responsible for problems caused by computer viruses, improper use of the equipment, and loss of data due to equipment malfunction or responsible for any work left unattended on a computer.
13. JALC computer lab personnel are not responsible for any items left in the computer lab. Unclaimed items will be turned in to the Campus Safety Department.