Policy & Rules for Computer Lab Use

1. All computers available in the computer lab work continuously - do not turn them off. If the computer does not seem to work or is turned off - report this fact to the instructor and do not try to repair/turn it on yourself.

2. It is forbidden to make any changes to the wiring. No moving the lab equipment or changing the software configuration in the computer lab. If needed, this fact should be reported to the administrator of the lab.

3. It is not allowed to modify or delete other users' folders and files.

4. Users of individual or *Guest* accounts are responsible for the files created during the classes. Back-up can be made at an external website (i.e.: Google Drive) or on removable media - if possible.

5. While managing the computer account, it is not allowed:

   a) to share the password to the individual user account with other people

   b) to store and process copyrighted materials to which the user does not have rights of permission

   c) to use accounts to conduct activities not related to the course of study

6. The user is obliged to:

   a) secure access to individual account by protecting the password

   b) report immediately to the laboratory staff if the computer equipment is malfunctioning or faulty

   c) follow all instructions regarding the account and equipment usage, issued by administrators and teachers

7. It is forbidden to eat food in the computer lab. Obey the general health and safety and fire protection rules for the laboratory.

8. After finishing the classes, quit all the programs and log off the computer.

9. The above rules of the computer lab apply to all users, both during scheduled classes and after them.

Computer and account administrators:

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