

computer lab rules

University of Houston | Graphic Communications Program_fall 2003

- > The computer lab is for Graduate, Senior and Junior Graphic Communication students and those enrolled in the Graphic Design Software course. The canon is for all department use. For security reasons, other persons in the lab should be asked to leave if they are not using the canon or not enrolled in the courses above. If there is a problem with this, ask them to contact one of the faculty.
- > Graphic design software course students will have designated times for lab use. Other than these times those students are not permitted in the lab. Friends/family of enrolled students are not permitted in the lab.
- > Lab A and Lab B are for use by all block, software course students (designated times) and graduate students. All students are permitted to work in either lab on a first-come-first-serve basis unless there is a course being taught in a designated lab.
- > No copying of typefaces or software from school computers for home use. This is illegal.
- > When a problem arises with a computer, students should fill in the computer problem sheet as detailed as possible in order for it to be remedied.
- > Students are not permitted to reorganize any part of the system, application software or move folders. If there is a problem with a computer, write it down and make Mike or a faculty member aware of it.
- > Students should avoid saving any personal files to the computers unless it is an emergency. Please use your own harddrives or zip disks. If it becomes necessary to save personal files, save into the designated folder only. Trash day is every Wednesday morning. We are not responsible for files that have been left and are trashed. NO EXCUSES.
- > Students are not permitted to load any personal or external software or fonts on any machines.
- > Internet use is for research or school project related work only. No emailing or reading emails.
- > Students are not permitted to remove any software manuals from the lab.
- > Digital camera and Video cameras are for use by block and graduate students only and should be checked out daily by Mike. Sign out/in sheet has to be signed by Mike. You must leave a valid ID/or card with Mike.
- > Students should recycle paper as much as possible. Put in recycle box.
- > No food or beverages in the lab. Use the kitchen area for this (kitchen use for block + grad students only)
- > Students should clean-up after themselves. Remove all trash and paper.
- > Be kind and considerate of each person in the lab!
- > Help everyone when and if you can—for ideas and/or technology problems.
- > Music should be played but consider the level and personal preferences—just ask!
- > Keep the noise level to a minimum—others are working.