

Computer Technology Lab Usage and Safety Guidelines for CCS Students

The Computer Technology (CT) Lab Usage and Safety Guidelines for CCS Students details the general policies to be followed when working on CCICOMP lab experiments and when using the CT Laboratories in general.

- The laboratory may be used only by students enrolled in courses that are assigned to the laboratory for class-related work. Please do not “hang out” in the lab.
- The laboratory technicians serve as custodians of the laboratory. Any equipment and tools that need to be borrowed must be coursed through the laboratory technicians (or your instructor if the technicians are not available).
- Be certain about what you are going to do. If you are unsure about a procedure, ask your instructor for help.
- Maintain a clean and safe work area. Tidy up your assigned work area and return any borrowed equipment and tools after using.
- Do not change lab PC settings or disconnect PC peripherals without permission. If something is not working, ask for assistance.
- The following are NOT allowed in the laboratory
 - Eating and drinking
 - Horseplay or rough-housing - Penalty for such behavior is a zero score for the lab activity.
 - Playing of games of any kind
 - Watching any kind of entertainment video
 - Downloading any kind of software, video, mp3, pictures or data unrelated to your work
- Before working on any electronic device, it is important to know the hazards and the proper safety procedures. Use extreme care and follow these safety procedures at all times when working on laboratory activities that require direct handling of electronic circuitry:
 - Remove all jewelry before starting work
 - Unplug the power cord before removing or reinstalling any electrical component or circuit board, or when performing maintenance on electrical equipment.
 - Do not leave objects loose on the equipment, such as screws, nuts, or washers. They fall into the equipment and may cause short circuits.
 - Before handling integrated circuit (IC) processors, properly ground yourself by touching the outside metal of the equipment and by using an anti-static wrist strap that is connected to the chassis. Make sure that equipment is grounded prior to removing its case. This reduces ESD damage.
 - Do not troubleshoot electronic equipment without having appropriate documentation, unless instructor approval is given.
 - **If in doubt, don’t touch it!!!**

Student Acknowledgement:

I have read and I understand the CT laboratory usage and safety guidelines.

LORENZ BERNARD B. MARQUESES

Signature over printed name

4 SEP 2023

Date