

## **Digital Culture Computer Lab Policies and Procedures**

The Digital Culture computer lab serves Digital Culture students and is not open to other ASU students or the public. It is essential that each student observe and honor the needs of other students so all Digital Culture students receive an equal opportunity to use lab resources. The primary use of the computer lab is for projects and assignments related to Digital Culture classes. Students should not work on projects undertaken for profit or income from a non-university third party in the computer lab.

Use of the Digital Culture computer lab is governed by the University Student Code of Conduct. Failure to abide by the posted policies will be considered a violation of the Code of Conduct, and procedures provided therein will be applied. Sanctions range from suspension of some or all computer privileges to expulsion from the university. Students using the lab must also follow the ASU Computer, Internet, and Electronic Communications Policy: <http://www.asu.edu/aad/manuals/acd/acd125.html>

### **1. HOURS OF OPERATION:**

Effective January 24, 2011, computer lab hours are Monday – Friday 8:00 AM – 8:00 PM. Effective February 5, the lab will additionally be open Saturdays 10:00 AM – 6:00 PM. Please see the posted schedule outside of the lab for any updates to lab hours. Students must finish their work by 15 minutes before closing and log off their workstations.

### **2. FOOD AND DRINK:**

No food or beverages allowed within the student computer labs. **There are no exceptions.** This policy protects the equipment from spills that could damage or destroy computer components. Trash and recycling receptacles are provided for student use.

### **3. LAB ETIQUETTE:**

Please refrain from cell phone use in the labs. Be courteous to fellow students using the lab and to all Digital Culture staff. Abusive behavior toward other students or staff may result in suspension of privileges.

### **4. SANCTIONS:**

Misuse of the systems and use of the Digital Culture equipment for non-university related business may all be considered violations of the ASU Student Code of Honor.

**5. EMERGENCY EVACUATIONS:**

Students must exit the computer lab immediately when the alarm sounds. **There are no exceptions.** Exit the building at the closet exit point, and proceed to the designated gathering space outside of the Stauffer building (north of the Stauffer B wing and east of the 10<sup>th</sup> Street Parking Structure). Emergency evacuation instructions/designated gathering location will be posted on inside of lab door.

**6. NOTICES:**

At various times, updated instructions and notices concerning the operation of the lab will be posted in the lab. All students will be responsible for knowing the information that is posted.

**7. PROBLEMS AND HELP:**

If a computer or other equipment item is not good working condition, or if you have a general question regarding use, notify the lab aide on duty. If no one is available and help is required immediately, please call the School of Arts, Media and Engineering reception desk, (480) 965-9438.