

## English Lab Policy (Lab Usage and Rules) (updated 1/21/22)

- Currently enrolled students are eligible to use all computer labs on campus. Minor children who are not LMC students, accompanied or unaccompanied, are not permitted in the computer labs.
- Students must have completed the Daily Health Assessment and have uploaded their vaccination/exemption forms as outlined by the [district policy](#).
- Masks covering both nose and mouth must be worn at all times.
- No eating or drinking is allowed in the lab.
- All your documents must be saved onto your own removable media. You are responsible for the files on your own storage media.
- As the lab functions as a study space, please respect your peers by not listening to music/videos without personal headphones and please keep conversations at a low volume. (Note that faculty and staff are required to speak with and assist students with homework at a low volume.)
- Loud, disruptive, and/or abusive behavior on the part of the student will result in progressive disciplinary action including revocation or suspension of computer access privilege in the affected lab.
- Cell phones should be in silent or vibration mode only. If you must take or make a phone call, please step outside.
- Academic use takes priority. You may be asked to relinquish the computer if you are not doing academic-related work.
- An unattended computer station for more than 15 minutes will be re-assigned.
- Please do not disconnect any equipment, hardware, or peripherals.
- Lab equipment should be used with proper care. Damage or misuse of the lab equipment in any manner will result in penalties and/or disciplinary actions.
- Violation or abuse of any policy, equipment, or lab staff member will be reported to Public Safety and the Dean of Student Services and may result in suspension or revocation of lab privileges.
- Check the lab calendar or bulletin board for special notices. Labs may be closed during certain times for tests, lab maintenance or seminars.

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## Software Usage

- Copyrighted software may not be copied. Students may not install any software program or utility on any lab computer, nor may students tamper with, alter, or delete any software program or utility from any lab computer. This includes disconnecting cables or attempting to connect private hardware to school resources, such as personal devices.
- 4CD's Acceptable Technology Use Policy specifically prohibits the use of District computers in "attempting to defraud another, threatening physical harm to another, procuring or distributing obscene material in any form, or unlawfully harassing another". Violations of the District's Acceptable Technology Use policy will be reported and handled through the proper channels.

- All your documents must be saved onto **your own removable media**. You are responsible for the files on your own storage media.