

## ITS Academic Computing Laboratory Rules & Policy

Applies To:	All	Policy Number:	ITS-0025
Issued By:	Director of ITS	Policy Version Number:	1.1
Date Issued:	March 1, 2007	Last Review Date:	March 1, 2018
		Last Revised Date:	March 1, 2018

### Policy

1. Academically related tasks take precedence over non-academic usage. During peak usage times it may be necessary to ask those students working on non-academic projects to defer to those students who need to work on academic projects. Students working on non-academically related tasks are most welcome to return to the labs during non-peak periods. Students working together in this manner help create and support the team spirit approach to the Detroit Mercy academic process.
2. The labs are available to provide a quiet learning environment. Cell phones, music players or other potentially disruptive device are not allowed within the lab.
3. Food and beverages are not allowed in the lab. The labs are a smoke-free environment.
4. ITS is not responsible for problems caused by computer viruses, improper use of the equipment, or loss of data due to equipment malfunctions or any other reason.
5. Equipment in the computer labs may not be removed, modified, relocated, or disassembled without permission of the Lab Manager.
6. ITS Computing Labs does not loan equipment to students under any circumstances.
7. Do not post signs in the lab or on the lab doors without first seeking the permission of the Lab Manager.
8. The ITS Computing Labs are designed and intended for the use of currently enrolled Detroit Mercy students. No student is allowed entrance into any of the ITS Student labs without a currently validated Detroit Mercy student ID. Spouses, children, parents, other family members and friends of currently enrolled Detroit Mercy students are not permitted to use these labs.
9. Internet stalking is a crime. Piracy is a crime. Illegal sharing of files is a crime. Anyone found participating in any of these activities will be dealt with accordingly.

10. Computers are available on a first-come, first-serve basis. Therefore, individual reservations for a computer are not permitted.
11. Users should log out of the computer when finished and tidy up the area around the computer they used before they leave.

Please be courteous and respectful to your fellow students. Use of the labs is a privilege that can be revoked.