



Computer Lab Policies and Procedures

1. **Respectful engagement of Lab Assistants:** Lab Assistants are also students pursuing programs in a wide variety of majors. Lab Assistants are not equally trained in all software.

Primary Responsibilities of A&L Lab Assistants:

- A. Open and close labs during regularly scheduled hours.
- B. Monitor the general activities of the labs to ensure safety and security of the space.
- C. Report supplies needed to their immediate supervisors, department chairs, and the college deans.
- D. Report infractions of lab policies and procedures to their immediate supervisors, department chairs, and the college deans

Lab Assistants work with departments, the dean and the college Information Technology Consultants to make it possible for extended open lab hours; without them open lab hours would be significantly less. **Lab Assistants deserve respect.**

2. **NO FOOD or BEVERAGE:** Please be mindful that computers and other electronic equipment are sensitive to liquids and the accumulation of food particles. Do not bring open containers and food into the lab near workstations. **NO EXCEPTIONS!**
3. **Reasonable Printing:** Free printing is a privilege provided by the College of Arts and Letters, it is not a right. Such a privilege is not made available in all labs outside of the College of Arts and Letters. Please restrict your copies to only assignments in Arts and Letters related courses. Abuse of this privilege might lead to the discontinuation of this practice in the college.
4. **QUIET:** Open lab hours are a time and space for applied study. Each student enters the lab to use the equipment provided to complete classroom assignments. Each student is asked to work in quiet, which also allows other students to do work in quiet. If you need to collaborate with classmates on an assignment, please whisper or if necessary exit the room. This is an issue of respecting others as you would have others respect you.
5. **Headphones:** Please use headphones at all times to ensure the respectful air space of others.
6. **Please contact the Arts & Letters Help Desk** with any software or hardware related questions or lab related concerns.

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PHONE: (323) 343-5381

WEBSITE: <http://www.calstatela.edu/academic/al/technology>

