Lab Policies

DO NOT leave personal items unattended. Free lockers are available in the lobby – request one at the welcome desk.

To ensure a pleasant, productive, and comfortable experience for all of our users, we ask that you please adhere to the following guidelines:

- Smoking is prohibited.
- Eating and drinking is permitted ONLY in the waiting area or lobby.
- Please help us keep the facility clean by discarding trash in the receptacles.
- Please respect the sensitivities of your peers and refrain from viewing pornographic or other inappropriate content.

Please abide by the rules of appropriate use. Users found to be damaging computer configurations, accessing content or systems illegally, or attempting to compromise security may be banned from the facility.

Safety

In the event the facility must be quickly evacuated (i.e. a fire drill), please follow the directions from the lab staff. For your own safety and the safety of others, leave the facility immediately. Do not attempt to save or print your work.

REQUIRED IDENTIFICATION

A validated Brooklyn College I.D. Card is Required to Use the Computer Facilities.

Alumni Cards will be accepted ONLY with a second form of picture I.D.!
Students of other CUNY or SUNY schools with a validated I.D. card from their home college!
Temporary I.D. cards will not be accepted but a paid bill with a picture I.D. will be accepted.

Visitor passes will not be accepted.

CLASSROOM POLICY

No visitors are allowed in the classroom.

You will be responsible for the equipment located in the classroom for the time that you have been appointed.

If there is a class, students are not allowed in the classrooms unless their professor is present. Once the class is over, all students will be asked to leave the classroom.

Classrooms do not operate like the Labs area. They should be empty if there is no class at any point in time. If there is an excessive wait period, the Labs monitor reserves the right to assign students computers in the classrooms.

WAITING LIST

Students are allowed seventy (70) minutes on a computer. After seventy minutes expires, another student will be assigned to the computer if there is a waiting list. If you wish to be assigned to another computer, you must go to the front desk and request that your name be placed on the waiting list.

NOTE: If there is an extremely long waiting list, the ITS’s staff members reserve the right to shorten the amount of time a student is allowed to use a computer.

- You must hand in a validated Brooklyn College I.D. card or a validated CUNY I.D. card. We ask that you have a seat on the chairs against the wall until your name is called. Please DO NOT stand near, or lean over the counter.
- Your name will be called in the order your I.D. was given to the ITS Public Computing Lab Assistant.
- You must wait in the waiting area. If your name is called and you do not respond, you will be placed at the back of the waiting list. If you do not respond after your name is called three (3) times, you will be taken off the waiting list.
- If you take a computer which was not assigned to you while you were on the waiting list, or at any time, you may be asked to leave the computer lab.
If you have to leave the lab for any reason while you are on the waiting list, it is advisable to let the computer consultant at the front desk know you are leaving. If a waiting list is in effect, current Brooklyn College students are given first priority. Therefore, Non-BC and Alumni students are required to relinquish use of their computers. Faculty members are strongly encouraged to use the Faculty Computer Facility located in the Brooklyn College Library.

User Responsibilities

NOTE: City University of New York Computer User Responsibilities is a statement originally prepared by the University’s Computer Policy Committee. It underwent review by the University Faculty Senate and the CUNY Office of the Vice Chancellor for Legal Affairs.

The computer resources of the City University of New York must be used in a manner that is consistent with the university’s educational purposes and environment. All users of computer resources are expected to act in a spirit of mutual respect and cooperation, and to adhere to the regulations for their use set forth in this document. As a user of CUNY computer resources:

You must have a valid authorized college id card to use the computer resources, and a valid account (if an account is required). You may use only those computer resources that are specifically authorized. You may use your account in accordance with its authorized purposes only, and may not use an unauthorized account for any purpose.

You are responsible for the safeguarding of your computer account. For a mainframe computer account, you should change your password frequently and should not disclose it to anyone. You should take all necessary precautions to protect your account.

You may not circumvent system protection facilities.

You may not knowingly use any system to produce system failure or degrade performance.

You may not engage in unauthorized duplication, alteration or destruction of data, programs or software. You may not transmit or disclose data, programs or software belonging to others, and you may not duplicate copyrighted materials.

You may not engage in abusive or improper use of computer hardware. This includes, but is not limited to, tampering with equipment, unauthorized attempts at repairing equipment and unauthorized removal of equipment components.

You may not use computer resources for private purposes, including, but not limited to, the use of computer resources for profit making or illegal purposes.

You may not use computer resources to abuse computer personnel or other users. Such abuse includes the sending of abusive, anonymous, or unsolicited messages within CUNY or beyond, via network facilities.

The use of college computer resources may be subject to college regulations, and you are expected to be familiar with those regulations. These regulations and college regulations are subject to revision. You are expected to be familiar with any revisions in regulations. The University reserves the right to monitor, under appropriate conditions, all data contained in the system to protect the integrity of the system and to insure compliance with regulations.

Any user who is found to be in violation of these rules shall be subject to the following:

Suspension and/or termination of computer privileges.
Disciplinary action by appropriate college and/or University officials.
Referral to law enforcement authorities for criminal prosecution;
Other legal action, including action to recover civil damages and penalties.

“Computer resources” is an inclusive term referring to any and all computing information technology; hardware, software and access. Hardware includes, but is not limited to, terminals, personal computers, workstations, printers, mice, monitors, cabling and peripheral devices. Software includes, but is not limited to, mainframe shared software, and stand-alone software residing on personal computers. Access includes but is not limited to, accounts and timesharing systems as well as access to stand-alone personal computing systems and other relevant technology.