

COLUMBUS STATE
COMMUNITY COLLEGE
The Computer Commons (TL 116)
Rules and Regulations

1. In accordance with College Policy & Procedure No. 13-11 (4) (G), Employees and students shall carry College identification cards and make them available when requested by a College official.
2. Students are expected to refrain from being disruptive or disturbing to others in the lab. Disruptive behavior includes, but is not limited to loud conversations, loud music on head headphones and cell phone use. If your behavior is disruptive, you will be asked to stop. If your behavior continues, you will be asked to leave, and the incident will be referred to Student Conduct.
3. Cell phones must be placed on silence or vibrate while in the lab. If you need to make a call, please leave the lab.
4. College policy No. 13-02 (B) prohibits food in the lab. Covered drinks are permitted.
5. In accordance with College Policy and Procedure No. 15 (D) (2), College-issued accounts shall be used by their assigned owner only. Account passwords may not be shared with or used by any person other than their assigned owner. Users are required to immediately report suspected or compromised accounts to the IT Support Center.
6. Theft or damage to equipment in the lab will result in automatic referral to Student Conduct.
7. Columbus State Technicians are not responsible for personal items left unattended in the lab; always keep all personal items with you. Items left in the lab will be sent to the Police Department.
8. Children under the age of 16 are not permitted in the Computer Commons.
9. Pods sometimes are reserved for classes. Do not sit in a pod with a reserved sign on the computer.
10. Technicians can assist faculty, students, and staff with software related issues, help with Cougarweb, Workday, Blackboard and wireless connectivity, general assistance in the lab and troubleshooting immediate hardware problems. We will not do your homework.
11. We are not permitted to keep a student's laptop while working on said laptop and or equipment without the student present.
12. No smoking and or E-cigarettes are permitted in the Computer Commons.