

Policies and Procedures for the BRAE Student Computer Lab

The purpose of the BRAE Student Computer Lab is to provide a workplace for BRAE & ASM students to complete academic work while on campus. The allocation of space, labor, and other resources for it results from a deliberate decision of the faculty to provide computing support for our students. While the BRAE/ASM student College Based Fees help fund the lab, it is a university facility and as such users of the lab must adhere to all University policies and procedures governing its use. The use of the lab is a privilege and not a right. Failure to follow these policies and procedures can lead to the loss of lab access.

As we use this facility we must remember “. . . as members of the University community, we share a common responsibility to foster development, understanding and respect for high standards of personal and professional conduct. Each of us must strive to model such standards through our own behavior, to recognize and reward it in others and to reject resolutely behaviors that undermine the University’s ability to function as an effective forum for sharing of information and ideas and for pursuit of understanding and enlightenment.” (Warren J. Baker, 10 June 2003)

Below are specific policies and procedures for use of the BRAE Student Computer Lab:

1. The only entrance and exit to the lab is through the door connected to the hallway.
2. The door on the west side of the room is to remain closed at all times. (Unless there is an emergency.)
3. Do not remove furniture or computer hardware from the room.
4. Keep the doors closed so the air-conditioning system can function properly.
5. Follow the simple rule: “Leave it better than when you found it.”
 - a. Cleanup after yourself. Discard or recycle waste paper and trash.
 - b. Do not leave food or drinks in the lab. Clean up spills immediately.
 - c. If you track dirt and mud in, sweep it out.
6. Computer users must adhere to the policies for computer usage adopted by the university. See: <http://www.security.calpoly.edu/content/policies/rup/index>
7. Group Work – Be considerate of those around you that are studying. Loud voices and animated actions can be a distraction to others. If you must communicate loudly please go outside or to another area of the building.