



# Learning Assistance Center

50 Phelan Avenue • R207 • San Francisco, CA 94112 • 415.452.5502 • [www.ccsf.edu/lac](http://www.ccsf.edu/lac)

## LAC Computer Lab Policies and Procedures

Students, faculty, staff, and others who use the LAC Computer Lab's resources are responsible for knowing the policies and procedures for lab use, and must abide by these policies governing authorized use of the lab's computers.

### **Check in at the Computer Lab Counter.**

Show your valid current CCSF Photo ID Card with Barcode to the counter staff. (If you don't have one, please, get it in the Registration Center, Smith Hall 118.)

You will be asked to complete a short LAC registration form the first time you visit each semester.

**Save your work on USB drives.** After restart of the computer for any reason, all work saved directly onto the computer will be lost. We turn off our computers every night.

**Printing.** We have black and white laser printing available at \$.12/page. You may purchase, or add value to a Print/Copy Card with one of the card vending machines located by the Computer Lab Counter. You will be charged for every page that comes out of the printer including blank pages, so, please use the print preview. Unclaimed print jobs will be deleted after four hours.

**Time limit.** There is a 1½ hour limit per session when other students are waiting. There are no limits on number of sessions that student may have per day. Absence from a workstation for 20 minutes will result in student's automatic logout and reassignment of the workstation to the waiting students.

**Lab Credit.** Please ask at the Computer Lab Counter about procedures for getting lab credit.

**For assistance.** If you need assistance while at your computer, raise your hand. A student worker will come to assist you. They can help you resolve some technical difficulties, but are instructed to not do your homework. Student workers are not responsible for your lost files or other mishaps. You are responsible for getting your work done and turned in on time.

**One student per computer.** Only one student is permitted per computer to keep the volume down and to allow students enough space to study.

**Students with Disabilities:** Students with disabilities have priority at certain computer work stations.

**No loud sound or viewing of offensive material.** This is a public access instructional computer lab.

**No downloads of copyrighted material.** You may not download, listen to, view, install, or use music, movies, documents, programs, or other copyrighted material without the copyright owner's permission.

## LAC Policies

**No drinks.** However, you may bring bottled water to the Learning Assistance Center.

**No cell phones.** Turn your cell phones off or put them on silent mode. Take your calls outside in the library atrium.

**No food.** Our rugs don't like food droppings, although mice may enjoy them.

**No children.** CCSF does not allow children in the classrooms per liability restrictions. LAC is a classroom.

**Follow CCSF Policies.** City College "[Rules of Student Conduct](#)" and City College "[Computer Usage Policy](#)"

**You will be asked to leave if you disturb others or are in violation of these lab rules.**