

ACRC RULES

Lab Use

Only currently registered CCSF students may use the lab.

You are required to present a current CCSF student photo ID when asked to do so by lab personnel.

The CCSF Student photo ID is scanned at the beginning of the computing session and kept at the Reception Desk until it is scanned again at the end of the computing session.

If you do not have a current CCSF Student ID, or if the scan of the ID indicates you are not currently enrolled, you will be asked to leave. CCSF student photo IDs may be replaced at Statler Hall 118 during business hours. Registration problems may be addressed at Admissions and Records in Conlan Hall 107 during business hours.

No one under 18 is allowed in the lab: no children, not even when accompanied by parents.

In addition to these *ACRC Lab Rules*, all users are required to abide by the *CCSF Computer Usage Policy*, available online and as a handout, and the *Rules of Student Conduct*, in the *CCSF Catalog*, available online and for purchase at the college bookstore.

Use of Networks and Server

The Windows, the Multimedia Macintosh, and the Linux Networks and the HP UNIX server are exclusively for the use of students currently enrolled in courses authorized to use them.

PCs and Macintoshes designated for General Use by *currently enrolled* CCSF students do not require log in or allocate storage. Tutorial assistance is very limited in the General Use areas.

Wireless Laptop Usage

Wireless laptop usage is permitted *only* at the Wireless Laptop Stand.

Please refer to the *CCSF Wired and Wireless Use Policy*

(at http://www.ccsf.edu/NEW/content/dam/ccsf/documents/Networking/CCSF_Networks_Use_Policy.pdf).

Priorities

Stations with special hardware or software have special priorities.

Some workstations have scanners, graphic tablets, or cameras; others have special programs on hard disk. Students in classes with specific needs for these computers have priority: others may be asked to move to other stations.

Printing

- **All print jobs from Windows intranet stations are directed to laser printers Pay1, Pay2, and Pay3 behind the Reception Desk.**

- **All print jobs from Macintosh stations are directed to the dedicated Macintosh laser printer, MacPay, behind the Reception Desk.**

Laser printing costs twelve cents per page.

Vending cards may be purchased from dispensers near the front counter.

Please refer to the handout *Rules Outlining Laptop Usage in the ACRC* for help with printing from laptop computers. Refer to the handouts *Laser Printing from Windows* and *Laser Printing from Macintosh OS X* for instructions.

- **All print jobs from HP UNIX Hills accounts and from Linux accounts are directed to UNIX printer iclpr2.**

Printing is exclusively limited to *unformatted ASCII text*. Printing of online manuals and documentation is prohibited at these printers. Also prohibited is the printing of compiled code, formatted text, binary files, GUIs. Please refer to sections covering printing in *HP #2: Basic UNIX Commands*.

Assistance in the Lab

- **Help with your work is limited; lab staff have different expertise and responsibilities.**

The Faculty Monitor on duty can assist with some programming and software questions.

Student tutors can help with questions in areas identified as their specialty for a maximum of 15 minutes per problem.

Lab assistants behind the Reception Desk help with hardware problems such as printer jams and with administrative tasks: they are assigned to desk duty and can not leave the Reception Desk to assist with online assignments.

- **Bring class notes, textbook, handouts and assignments to the lab.**

Without them, staff won't be able to help you.

Violation of any of the following might result in the suspension of lab privileges.

General

• **No smoking, eating, or drinking**

No visible containers of food or drink are allowed inside the lab because of the possibility of crumbs, spills, pests, and their effect on electronic components. Food or drink must be sealed and kept inside backpacks or book bags.

• **Vandalism**

This section repeats points made in the *CCSF Computer Usage Policy* (available as a handout and online)..

Leave stations as you found them. Any changes to a station that you make inadvertently or in accordance with an assignment should be reset before you leave (e.g. desktop, boot files).

Copying your programs or data to any hard disk other than your home directory is prohibited unless specifically assigned.

Deleting files from the hard disk (other than your home directory) or changing configurations will result in suspension of lab privileges, and/or disciplinary action.

Destruction or alteration of the network, the network connection, or the lab setup of hardware or software which causes a need for repair/replacement/reconfiguration is subject to disciplinary action by the college, including suspension from lab/class, payment of restitution, or other action deemed appropriate by campus authorities.

• **Violation of copyright will result in disciplinary action by the college.**

Software in use in the lab and printed materials are copyrighted with all rights reserved. Under copyright laws, these items may not be copied, photocopied, reproduced or reduced to any electronic medium, in whole or in part. Any violation or attempt to violate copyright laws may result in disciplinary action or lawsuit by the college. Your lab privileges will be suspended if you violate copyright laws.

• **Displaying or printing material that might be offensive to other lab users is prohibited.**

• **Use of *any* chat or instant messaging applications is allowed only if specifically assigned by the instructor.**

• **Limit the use of browsers and other applications to the English language at stations that require login.**

• **Call for help with hardware.**

Don't power computers, monitors or printers on or off. Do not alter the settings of any equipment.

Call staff immediately if a virus warning appears.

Don't attempt to fix the equipment. Notify lab staff behind the Reception Desk if any hardware problems occur.

• **Computer Usage is restricted to ACRC units and sessions must remain active.**

You must be actively using the ACRC computer at which you are seated.

Please refer to the handout *Rules Outlining Laptop Usage in the ACRC* for current policies regarding the use of laptop computers.

The ACRC is exclusively dedicated to computer-assisted study. Prepare your work before coming to the lab.

Accounts left logged on at unattended units will be disabled. Locking computers is prohibited.

Computers may not be reserved by leaving personal belongings.

• **Keep your valuables with you at all times.**

Lab personnel are not responsible for any valuables left unattended (including disks left in unattended machines).

Articles left at units are first brought to the Reception Desk in the ACRC and then deposited at Lost and Found in

Cloud 119 at the CCSF Campus Police Department. You will be asked to identify the item before claiming it.

• **Use normal courtesy.**

Be polite to other students and lab staff.

No disturbing conversation or groups. Keep the aisles free of backpacks, books, and coats.

Do not move chairs from one computer to another. Do not move chairs to areas outside the ACRC.

With the exception of doing GAME 100 and 130 assignments, playing computer games in the ACRC is absolutely forbidden: this includes Unix and Internet games.

Use of cell phones is prohibited. Change mode from ring to vibra-alert.

When working with audio files, please use headphones and maintain volumes not disturbing to others.

Show and surrender California photo identification to borrow hardware and media from the Reception Desk.

Photo identification is kept at the Reception Desk until the borrowed hardware and media are returned.

• **Bring your own removable media.**

All stations have USB 2.0 ports.