

## Rules Governing

# Computers for General Use in the ACRC

### Users and Priorities

There are PCs and Macintoshes in the Turing area (the main concourse) designated for open use by *currently enrolled* CCSF students.

- These computers have a limited range of applications and do not require login.
- Students enrolled in CNIT 106 have priority over other users in this area.
- Students doing homework for CCSF courses have higher priority than students doing personal computing.

### Rules of Conduct

Any use of the Academic Computing Resource Center implies knowledge of its rules and the policies the college has set forth for its computer users. Refer to the handouts *ACRC Lab Rules* and *CCSF Computer Usage Policy* to become familiar with any changes.

### Sign in at Desk

Computer users in the General Use area are required:

- to sign in with the Lab Assistant at the Reception Desk
- to show current valid CCSF student identification and photo identification
- to leave the CCSF student ID at the Reception Desk while using the assigned computer
- to assume responsibility for picking up their student IDs when they leave the lab
- to show photo identification to claim a student ID

### Tutorial Assistance

Tutorial assistance is provided in this area for students enrolled in CNIT 106.

### Availability of Computers

When a computer is available for immediate use, students are assured of a minimum of one hour's computer time from the time each student is assigned to its use.

If there is no one waiting for the computer a student is using at the end of the assigned hour, the student may continue to use the assigned computer until another student requests its use.

If anyone is waiting for a computer which has been in use by the same student for at least one hour, however, the current user will be asked to close all applications and to vacate the unit within two minutes' time. *No exceptions for any reason.* Failure to comply threatens continued lab privileges.

After a minimum of 15 minutes' time, however, the student vacating the unit may request a second session of additional computer usage. A student may do this no more than once in any calendar day.

### **Swapping or Switching to Another Computer**

Students are required to use the computers to which they have been assigned.

- Do not switch to another computer for any reason. Disputes arising because of switching will result in immediate expiration of the computing session.
- If the computer assigned is malfunctioning, report it to lab personnel.
- Assignment to another computer may be requested from the Lab Assistant at the Reception Desk.

### **Waiting List**

If the number or selection of available computers for General Use cannot meet the demands of users, lab personnel will begin a waiting list.

If all units are in use (or if all units with the requested hardware/software are in use), students may place their names on a waiting list for the next available computer.

As computers become available, the names on the waiting list(s) are called according to priority.

- Names are called from the higher priority users' waiting list first.
- When all of the high priority users have been assigned available units, names will be called from the lower priority users' waiting list.
- Higher priority users who sign in after lower priority users will be assigned to available computers *before* lower priority users.

Students must remain near enough to the Reception Desk to hear their names when they are called.

- Names will be called up to three times each. If called students do not respond within one minute's time, they will lose their priority for a computer and their names will be removed from the waiting list.
- Students who have lost their places on the waiting list may add their names again at the end of the current waiting list.

### **Saving Your Work**

Saving files to a hard disk area is not recommended: files saved here are available to other users after you have left the station and/or might be lost after system failures or shut downs.

Students choosing to use removable storage media must supply their own.

The lab does not sell disks or thumb drives, nor does it make them available for use.

*Failure to comply with these rules may result in losing your place on the waiting list, or, in the case of a serious infraction, in the suspension of your lab privileges.*