



**HOUSTON COMMUNITY
COLLEGE SOUTHWEST**

**STUDENT OPEN LAB
General User Information**

Alief, Stafford, West Loop Campuses

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The Student Open Computer Labs at the Alief, Stafford, and West Loop campuses are available primarily for the students and faculty of Houston Community College to enhance their studies or, on a secondary basis, for instructional use when needed by a professor. The labs' primary function is to serve students of Houston Community College, but when seats are available, members of the general public are welcome to use the lab. However, students have priority in crowded lab conditions, and members of the public may be asked to give up their seats in the lab to students on a case-by-case basis if the lab is especially crowded.

Lab users may be asked at any time to present a student ID, current fee slip, or other identification to verify their status.

Hours

The hours the labs will be open will be posted on the outside of the entrance door, inside the entrance door and next to the sign-in computer. The lab hours may change each semester depending upon budgetary constraints.

Sign-In Computer

All users must sign into the lab using the sign-in computer provided at the front desk.

Normal Use of Student Open Lab Computers

Computers in the labs should be first used as a means to complete, or help complete, course studies. It isn't reasonable to believe that this will be the only use for the computers. Coursework, however, is always the priority. The lab aide will determine if there are available computers for students to check email, spend some time on IM, or surf the net.

If the lab seems to be filling up or is full, users may be asked to give up their seats if they are not doing coursework or working on assignments while people are waiting to use computers.

The most critical time in the Student Open Lab is the first two weeks of a semester and the last two weeks. Checking e-mail, IM, or web surfing during these weeks is strongly discouraged unless a sufficient number of computers are available.

Lab Rules

A list of lab rules for users will be posted prominently and a stack of these rules should be placed beside the sign-in computer. Users are required to comply with all lab rules. Failure to do so may result in the user being asked to leave the lab. In some circumstances of repeated disruption or refusal to follow the rules, a user may be banned from using the lab. This is a decision that must be made by the student open lab supervisor in consultation with Security.

Pornography

Pornography is any sexually explicit writing or other material intended to arouse sexual desire.

Lab users, including lab aides, students, faculty, staff, and members of the general public, may not access pornographic material in the student open lab unless:

- They are students who have written permission to do so from their professor as a part of a valid class assignment.
- They are professors doing legitimate research approved by their department chair.

Members of the general public are not allowed to access pornographic material at any time. Users who do not comply will be asked to leave the lab.

In the case of authorized pornography access, the user will be allowed to use a computer with a screen that cannot be viewed by other users. That might have to be the lab aide's computer, if it is the only one that has a screen the other students cannot view inadvertently, or involve having the lab aide turn or rearrange a monitor for that student's use only so it cannot be inadvertently seen by other users. Only lab aides and technicians are allowed to rearrange the position of computer monitors.

Child Pornography

Child pornography is "visual images (or sometimes written passages) depicting minors (under the age of legal consent) in explicit sexual activity. In some states, "advocacy" of child pornography is itself a form of child pornography. Possession of child pornography, even a single "deleted" image on a home computer, is illegal and a Federal offense, defined under federal statute as a visual depiction of a minor (child younger than 18) engaged in illicit conduct (18 USC 2256), and is never allowed under any circumstances in the Student Open Lab.

Gaming

Lab users, including lab aides, students, faculty, staff, and members of the general public, may not access online games or play computer games, including multi-player games and online games of chance, in the student open lab unless:

- They are students who have written permission to do so from their professor as a part of a valid class assignment.
- They are professors conducting legitimate research or a class project.

Members of the general public are not allowed to access or play games in the student open lab. Users who do not comply will be asked to leave the lab.

In the case of authorized gaming access, the user will be allowed to use a computer with a screen that cannot be viewed by other students. That might have to be the lab aide's computer, if it is the only one that has a screen the other students cannot view inadvertently, or involve having to turn or rearrange a monitor for that student's use only. Only lab aides and technicians are allowed to rearrange the position of computer monitors.

Food And Drink

To protect the computers and preserve a clean work space, food and drink are never allowed in any of the student open labs.

Users may leave their unconsumed drinks and food items in the care of the lab aide at the front desk for retrieval when they leave the lab. A waste basket will be kept by the front entrance of the lab so users can deposit any food or drink before entering if they wish to do so.

Cell Phones

Cell phones are to be turned off or turned to vibrate. This is the user's responsibility as a courtesy to his or her fellow lab users. Users who receive calls must leave the lab and take their calls in the hall. Users who decline to abide by this rule will be asked to leave the lab.

Children

Children are not allowed in the lab under most circumstances. The exception is when a parent is registering for classes online and is accompanied by children. It is the responsibility of the parent using the lab to keep children quiet, near by, and off the computers. If a parent who is registering for classes is unable to control his or her children, he or she may be asked to leave the lab.

Leaving A Computer Unattended

Leaving a computer unattended will result in the computer being turned over to another user if the lab is crowded. If a user leaves the computer he or she is working on to use the phone, talk to friends, or attend to other business, the user risks losing a seat at that computer and any work in progress. Such decisions are entirely at the lab aides' discretion.

Computer Programs

Lab aides are not required to be familiar with all the programs a student might need to use or all the programs on a lab computer. Questions involving course-specific software or applications should be directed to the professor who made the assignment.

Headset Usage

Lab users may wear headsets or earphones attached to personal media players if they desire as long as their use does not violate the prohibition against cell phone use or as long as "bleed-over" from the earphones does not disrupt the peace of other nearby lab users.

Lab users must wear headsets when using the audio capabilities of lab computers. Headsets are available to users in exchange for their driver's license or student ID at the lab aides' desk.

Courtesy To Lab Aides

The lab aide is not to suffer abuse from lab users. If a user is abusive or discourteous or refuses to follow the instructions of the lab aide, Security will be called immediately.

Printing, Charges, And Cards

Lab aides have total control over prints made in the student open labs. Black and white prints cost \$0.05 per page. Color prints, in labs that have color printers, cost \$0.25 cents.

User print requests from lab computers will show up on the printer screen at the lab aide's computer. The user must then come to the lab aides' desk and provide the number of his or her computer. The lab aide will then ask for the user's copy card and, after verifying that enough funds are left on the card to cover the print job, can then release the job to the printer.

No money may be collected by the lab aide. This is a hard rule, as lab aides have not been authorized by the college to handle college funds. Print cards can be purchased at different locations at each campus.

Extra pages or pages the user did not intend to print will not be charged to the user the first time. However, repeated printing of extra or unwanted pages after the user has been warned may, at the lab aides' discretion, result in users being charged. If the student has a question about a print job, he or she should talk with the lab aide and decide whether to cancel the print job or allow it to proceed.

Blank pages that sometimes print with just a header or footer at the end of some documents will not be charged to students.

There are no free prints allowed for any purpose except during registration, when students registering for classes are allowed to print forms and schedules for free. Free prints will be monitored by lab aides and may be denied if inappropriate or excessive.