

**COMPUTER LAB USE POLICY**  
**Southern University Agricultural Research and Extension Center**  
**Center for Rural and Small Business Development**

Use of Southern University's computers and information systems must conform with all other university policies related to harassment and conduct in the workplace. Southern University's prohibition against sexual, racial, religious, and other forms of harassment includes the use of electronic and communications systems. All computer equipment and software are property of the university and shall not be used in any way that is illegal, harmful to university operations, and/or pose potential embarrassment to the university or place it in a negative light.

Users are cautioned to: 1) be aware of conditions of services and encouraged to consult with the Lab Assistant relative to any questions about system workload(s); and 2) refrain from monopolizing and overloading systems or networks with excessive data, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.

Users should not engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized or unapproved changes to data files.

Users are prohibited from sending and receiving harassing and/or offensive messages, pictures, files, etc. using University technology resources and visiting sexually explicit and/or other questionable websites.

Use e-mail, computers, and networks only for legally authorized purposes.

**SIGN-IN**

Prior to entering the computer lab, please remember to sign-in with Lab Assistant. No external flash drives are permitted in the computer lab. Upon sign-in, the Lab Assistant will issue one for your use while in the lab. Please remember to return flash drive when signing out of the lab.

**PRIORITY OF COMPUTER USE**

This lab is primarily for the use of program clientele of the Center for Rural and Small Business Development (CRSBD) Outreach Labs, and exclusively for instructional computing, business and student research, and youth enrichment within, the economic, agricultural, and youth development programmatic areas of the center. The permitted uses, in priority order are:

- Scheduled meetings of CRSBD (Highest priority)
- Setup and maintenance by CRSBD staff
- CRSBD offered - computer training
- CRSBD program clientele
- Other uses by community (Lowest priority)

Lower-priority users must log off and give way to higher-priority users when requested

**LAB PHILOSOPHY**

CRSBD staff strive to project an image of a helpful and pleasant environment where you may obtain assistance in computer and software usage. Our goal while in the computer lab, is to also project a feeling of professionalism in a quiet library-like atmosphere where you may work without undue disturbance. Please set pagers and cell phones to silent mode and take phone conversations outside. **Note:** Please do not place pagers or cell phones on top of the computer case or monitor.

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**STUDENT EXPECTATIONS OF THE LAB**

You may expect friendly and courteous assistance from the Lab Assistant. The assistance will be of either a mechanical or technical nature and not that of an interpreter of what an individual project requires. The assistant will not be an expert in every language and software package.

**CRSBD STAFF EXPECTATIONS OF LAB USERS**

The CRSBD staff expects courteous requests for help from computer lab users and an understanding that the Lab Assistant is not a teacher, tutor, or expert in every aspect of software usage or programming languages.

**FOOD/DRINKS**

No Liquid, Food, or use of Tobacco Products (including chewing tobacco) is permitted in the computer lab area.

**Note:** Water bottles or other beverages that have a secure screwed-on lid may be placed on the floor by the station you are working at.

**CLEAN-UP**

Please help keep the computer lab and equipment neat and clean by picking up after yourself and placing any paper you may have used in the trash cans.

**REPORTING ERRORS**

If errors occur in a separate computer or printer, or in a program, contact the Lab Assistant or fill in an error report form and put it in the mailbox marked "error reports" located on the front table in the lab. Forms for error reports are also located on this table. If an emergency error occurs when, for example, all the computers in the lab stop working contact the Lab Assistant immediately.

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Any user found responsible for damage will be held financially accountable.

Violators of this policy may be subject to one or more of the following sanctions:

1. Reprimand
2. Warning
3. Suspension from the computer lab
4. Termination from use of the computer lab

Actions in violations of University policy or any state or federal laws will be referred to the appropriate authority.

**I have read the foregoing policy and agree to the terms of the computer lab use.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date