

CAPS Open Lab Policies

Sign in and sign out.

- If you are using the computers in the Open Lab you will sign in and out on the computer at which you are working. For non-computer use of the lab or when using a wireless lap-top, please use the CAPS Sign-in Station.
- Please choose the correct usage area. If your reason for signing in is not available, please see a staff member.
- For security reasons, remember to close out of **all** programs **before you sign out** of the computer you are using. If you don't, all of your information will be left open for others to see the next time someone signs in to that computer.

Show consideration for other students working and testing.

- Please take your cell phone calls out into the hallway.
- Use of audio devices requires headphones and volume low enough not to disturb others working in the lab.
- Speak quietly and remain focused on academic subjects.

Do not eat while using the computer lab.

- You may bring covered drinks only.
- You may eat snacks at the study tables; please be courteous and dispose of trash.

Adhere to the Great Bay Computer Usage Policy.

- When you sign in to CAPS computers you are agreeing to abide by the **Great Bay Computer Usage Policy**. Copies of the policy are available at the CAPS front desk.

Use of the internet is for academic purposes first and foremost.

- Misuse of technology resources will result in disciplinary action.
- If you are using a computer for nonacademic purposes, you may be asked to give up your seat for another student in need.

Do not attempt to fix computers or printers.

- Notify a CAPS Staff member on duty if there is a problem.

Store your work on your own storage devices.

- You can save to 'My Documents'- but for security reasons, we highly recommend saving your work to your own storage device.
- Do not save to the Desktop as computers are reset each night and work will be lost.
- Storage devices (like USB Drives) are available for purchase from the bookstore.

Print no more than 10 pages per day.

- If the printer is out of paper, please ask for assistance.
- If printing PowerPoint presentations, choose Handouts or Outline view option in the printing menu.