

## Visions Lab Usage Policy

Your account is a privilege. Failure to adhere to the lab policy will result in suspension or revocation of your account and lab access. Your account is only valid for the duration of the course. At the end of the term your account and all of your data will be deleted, your card access will be de-activated. If you need to keep your account active for any reason, please make arrangements with the Systems Administrator.

**WARNING!!!:** Failure to adhere to rules 1 and 2 may result in the **ENTIRE LAB BEING CLOSED TO ALL USERS** for a period of time (up to 7 days; except for instructors and classes of course).

1. There is **NO FOOD OR DRINKS** allowed in the lab. **NO OPEN DRINKS**, this includes cans, bottles, coffee cups, etc. The **ONLY** exception to this is personal water bottles with a closed top.
2. **DO NOT LEAVE THE DOOR OPEN.** This is a restricted lab. We do not want everyone to be able to walk right in. You may let some friends in if they are working with you, but do not leave the door open.
3. Do not give your password or access card to anybody.
4. Classes have priority in the lab. If an instructor asks you to leave, save your work and leave.
5. Do not turn the power off to any machine. You may restart the computer if you need to, but do not shut it down or turn it off when you leave, just make sure you log out.
6. There is extra hard drive space available for temporary storage on each machine. Anything you leave on the hard drive can be viewed/deleted by any other person who uses that machine after you.
7. The white boards are for instruction and group work. Please leave markers and erasers in the lab, erase the boards and clean with fluid when needed.
8. Leave your machine unattended at your own risk. If you're logged in anyone can come along and wreak havoc to your account.
9. There are trash cans by the door. **USE THEM.** Please keep the lab clean and throw away your trash.
10. Do not download or install any programs in the lab. Contact me if any needed programs are missing.

I understand the lab usage policy and agree to adhere to it. (please print legibly below)

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

CU ID: \_\_\_\_\_ Buff One Card # (last 7 digits only): \_\_\_\_\_

Email: \_\_\_\_\_ (your account info will be mailed here)

Course Title: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

If you are not in a class scheduled to use the lab, please give your reason why you need to use the lab.

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