

Open Lab Rules (LRC B206, B207(Mac) and B218 (Mac))

All lab computers access operates on a first-come first serve basis. All Students must sign-in at room B206 with lab personnel in order to access any of the three labs in LRC B206, B207 or B218.

All open lab users should read and abide by the rules and policies of the Manchester Community College Labs.

- Students are required to logon to computers using their NetID and password.
- The Open Lab is not for public access.
- No children are allowed
- The purpose of the Lab is for academic work only.
- No food or uncovered drinks is allowed in any of the computer labs on campus.
- Online games which affect the college's bandwidth are not permitted.
- Do not change settings, turn off, or attempt to "fix" or move any computer.
- File sharing copyrighted materials such as MP3 files is not permitted.
- Lab phone is not for student use.
- Please logoff the computer when you finish your work
- Students are responsible for all their personal items while in the lab. Do not leave personal belonging unattended, even for a short period of time.
- Lab computers are for homework, research and academic purposes.
- Academic use of the computers (homework and research) takes priority over casual use (email, browsing, etc.)

Use computer resources in an acceptable manner

Manchester Community College computing resources must not be used for any purpose which is not consistent with the mission of the college, which is illegal, dishonest, or potentially damaging to the reputation of the college; or which may subject the college to liability. Please refer to [acceptable use IT Policy](#).

Noise Levels:

Open Labs are advertised as quiet study areas, therefore we respectfully ask lab patrons to observe the following rules:

- The computers in the Lab should NOT have speakers activated. If you need to access media, please bring your own headsets/earphones. The Lab does not supply these items.
- Noisemaking or disturbing talk is not permitted in the lab. This includes playing compact discs or any electronic devices
- Please be considerate of others working in the lab and do not gather for group projects or group work. [Study group rooms are available in the MCC Library](#) for this purpose. Those using computer lab facilities should work quietly; loud conversation and disruptive behavior are disturbing to those doing academic work. The Lab is a quiet work area so please move all conversations out to the hallway.
- No Talking on cell phones inside the open computer lab. Turn cell phones onto vibrate before entering the labs. If it is necessary to take an incoming call, please exit the computer lab and receive the call outside the Lab.
- Persons who are disruptive in the computer lab facilities will be asked to leave immediately.

Printing:

- Printing is available to you with your NetID and password.
- As a student at MCC, a PaperCut account has already been created for you that uses your Net ID as your account name and your NetID password as your pay-for-print password. You may add funds to your account using the kiosk in the Library or Academic Support Center. Once this is done, you can use the printers in the computer labs, the Library or the Academic Support Center.

General assistance

- The Lab monitors are available to assist you with technical difficulties such as properly saving a file, and general "processes" in your online course (such as file uploads, etc.). They cannot help you with course content such as how to do math problems, etc. Please refer to the Academic Support Center for defined help.
- If a "logged-in" user leaves the lab for more than 10 minutes, the computer will be logged out and the station will be released for use by another student.

Wireless Access

- Wireless access is available in the MCC Library, A-142, A-108, Cougar Cave, Lobby areas outside Cougar Cave and Admissions, Tower Café, and SBM Auditorium.

Save your work on external USB

- If you need to save work you are doing in the Lab, please bring your own flash drive. Please be aware each computer will restore to their original configuration upon reboot, so any files saved to hard drive or desktop will be destroyed.

Software/Hardware

- All PC/Mac machines do not necessarily have the same software and operational capabilities. Please refer to [software list](#) or please call Christi Geisinger (x2886) to confirm installation of a particular program.
- Do not disconnect computer equipment or connect any other devices in electrical outlets.
- Settings on the computers should not be changed.
- Downloading of Software or the use of file sharing software to the computers is not allowed.

Class cancellation in B207 or B218 (Convert to Open Lab)

If a college class is cancelled in B207 or B218 for any reason, the lab monitors may open the classroom as an Open Lab for the duration of the class period to students. The **following must occur** for the lab monitor to convert a reserved class time to an open lab status.

- Faculty member that is cancelling class must follow the department procedure for cancelling class.
- Security police or faculty/secretary from the department area posts a sign onto the classroom door informing the students that class has been cancelled.
- Security police or faculty/secretary from the department informs Lab monitor on duty that class has been cancelled.
 - *If Lab monitor is not present when sign is posted, please call x2880 and inform Circulation Desk personnel*
- **If all of the above occurs, the classroom will be converted into an Open Lab for the remainder of the class minus 30 minutes. The 30 minute cushion is to insure students have ample time to save their work, gather their belongings, and have it available for the next faculty member to teach.**