

# CS Dept Computing Lab Usage Policy

Old Dominion University Computer Science students, faculty and staff are welcome and encouraged to use the CS Department computer labs. You may be asked to present a valid ODU ID. General use labs are located in the Engineering & Computational Sciences Building 3<sup>rd</sup> floor room 3104 and Hughes Hall room 1111K. The teaching lab which is reserved for class instruction is located in Hughes Hall room 1115.

- Computer Science Department computer labs are for use by current ODU Computer Science students and faculty/staff with a valid CSNET account.
- Lab consultants will assist with software/hardware issues, but may not help with software or code related to class work per the honor code.
- Respect others by being quiet, showing courtesy when sharing resources, and keeping the lab clean and neat by disposing of your trash appropriately.
- Workstations left unattended for 30 minutes will be logged off so that they are available for use by other students.

To preserve a pleasant lab environment, the following are not permitted and may result in account suspension or other disciplinary actions:

- Food or drink. Please keep them in your bag while in the lab.
- Sleeping in the lab.
- Alteration of Lab hardware and/or duplication or Lab software.
- Attaching of hardware (laptops, pdas, etc.) to the wired network. (Please use the wireless network if you wish to connect your laptop, the lab consultant can help you set it up.)
- Viewing or printing of pornographic materials.
- Downloading of copyrighted or otherwise illegal material.
- Opening the case of lab machines or printers.
- The usage of any printer paper not supplied by the lab consultant.
- Excessive printing of non-class related materials.

Warnings:

- It may be necessary to close the lab(s) with short notice due to severe weather conditions.

After-Hours Access:

- 24/7 access to the labs is available to all CS Majors and students currently enrolled in CS classes. For information on how to gain access please visit <http://system.cs.odu.edu/?page=faq&id=proxyaccess>.
- Only students who have been granted access through their proxy card may be in the lab after hours. All students must swipe their card at the door when entering the lab after hours.

**For questions, comments, or problems please mail [root@cs.odu.edu](mailto:root@cs.odu.edu)**