

1. Unless a faculty member or lab attendant is inside a computer lab, no students should be allowed to remain in the lab and the doors should be locked and the alarm should be set.
2. At no time should students or faculty share their logon information with others
3. Before leaving the lab, everyone should logout from the workstations. Computers should never be shut down. Instructors should also log out of the projector system before leaving the lab.
4. Students must present a valid OU ID for access to either of the open labs. No exceptions. Only students enrolled in JMC-listed courses have access to the Gaylord College student labs.
5. Never capture video to the system drive. External drives are required for video/audio projects.
6. Never use a network drive as a scratch disk or for storing files not associated with the class associated with the workgroup. Files will be deleted without notice.
7. At no time should students install software. If an instructor needs an application installed, he or she should check with the lab administrator for help.
8. While students may save to Desktop and Documents folders while working, that material will be deleted upon logout. Students should bring removable storage media. For larger projects, students may opt to bring in USB or FireWire drives.
9. Faculty and students should place trash in the containers provided before leaving the labs.