CHHS Student Computer Lab Use Policy

Last updated March 23, 2021

- Entry doors to access labs after building hours should not be propped open outside of regular lab hours. Only lab operators may prop open doors to the labs. If the door is closed and locked, student users must use their RamCard to enter 24-hour access labs.
- No food is permitted in the lab. Covered drinks only.
- No tobacco products of any kind are allowed in the lab, including chewing tobacco and vape pens.
- Users should be mindful of others trying to work by minimizing distracting audio or loud conversations. Headphones are available for checkout.
- Do not sit on the desks or tables.
- Supplies are university owned and should not be removed from the lab. Please return supplies to the supply table after use.
- Projectors are for class or presentation use only and should have approved lab reservations.
- Lab Reservation Requests for student organizations need to be submitted by the faculty adviser/ coach.
- Only lab operators are permitted behind the lab operator desk or closet/storage spaces.
- Only lab operators and Helpdesk staff are permitted to troubleshoot and restock printers. Please ask the lab operator on staff for assistance.
- If you need a print refund due to printer malfunction, please inform the lab operator immediately and request the refund in PaperCut. If the issue occurs when a lab operator is not on staff, please visit the lab during regular business hours and explain the error to the lab operator on duty. Refund requests without lab operator notification will be denied refund.
- If a lab is reserved or a class is in session, users should not enter the lab unless absolutely necessary.
- Users must have signs or flyers approved by CHHS before posting to lab bulletin boards.
- Checkout laptops must be returned prior to maximum checkout time (8 hours) and 15 minutes prior to lab closing time.
- Service dogs are allowed in the lab but must remain on leash and with handler at all times. Please visit [University policy regarding service animals](#).
- Behavior or language which causes other users or lab staff to feel uncomfortable, threatened, or harassed will not be tolerated. In these situations, CSUPD will be notified.

All users are expected to follow this policy and to respect and adhere to lab operators enforcing these rules. Users that violate any of these rules may be subject to revoked access and/or denied login privileges to lab computers. In addition to the policy outlined here, CHHS computer labs adhere to all [university policies](#).