**~ Computer Commons Policy ~**

1. **This is an open-access computer lab intended for academic use by LAVC students enrolled in the current term, LAVC faculty and staff.**
2. **Other than Water, NO FOOD OR DRINK is allowed in the lab.**
3. **Children aren’t allowed in this lab. Ask about the lab where they are allowed.**
4. **The lab is a quiet study area. Have consideration for the other students in the lab by keeping distractions to a minimum. Please MUTE YOUR PHONES.**
5. **Files saved to the computers in this lab will automatically be erased when the computer is restarted. Consider saving your files on a USB flash drive, as well as to a web-based storage location, and in case of a power save your work often.**
6. **If concerned about electronic security, restart computers after use.**
7. **For WiFi, choose the LAVC-Wireless network. Use the same username and password you use to login to the desktop computers on campus.**
8. **The Help Desk staff are not allowed to tutor you when on duty.**
9. **Lab entry, and printing end 15 minutes before the lab is scheduled to close. Please send your last print job at least 30 minutes before closing.**
10. **To use a study room, ask staff. The policy is posted around the lab.**
11. **Use a photo ID as collateral to borrow headphones, flash drives, or chargers. We also have a copier, scanner, stapler, tape, pens, paper cutter etc.**
12. **Students are expected to follow Los Angeles Community College District policies, which prohibit viewing obscene material, downloading pirated or unlicensed material, and using the computers for commercial or personal financial gain. (For the full policy, ask the staff)**
13. **The college and staff are not responsible for lost or stolen items.**
14. **Please report computer and noise issues to the help desk staff.**
15. **The “Pay for Print” Refund Policy is located at the Print Release Station.**