Columbia College
Information Systems Department
Lab Policies and Procedures

NOTE:	Clarification of Terms
Must; Shall; Will:	These words or phrases indicate actions or activities that are *essential* or *mandatory*.
Should:	This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
May or Could; Can:	These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

Columbia College has instituted the following Lab Policies and Procedures for students and facilitators who use these labs. This will enable the I.S. department to manage our labs more efficiently and cost effectively and to ensure that all workstations are fully functional and with minimal down time. This will help ensure an enjoyable experience in the computer labs.

Facilitators:

1. Immediately prior to every lab course, visually inspect all workstations to make sure that they have a mouse, keyboard, and a set of headphones. If any of these are missing or damaged, notify the IS Dept. immediately for replacement. Ext 252.

2. Immediately following every lab course, make a quick, visual inspection of all workstations to make sure that all equipment is shut down properly. If any equipment is missing or damaged, notify the IS Dept. immediately with information as to what was damaged/missing and who was last using the workstation.

Students:

1. Students must adhere to Columbia College's Electronic Communications Policy for Students.

2. Students are only allowed to print course related materials in the labs and must be authorized by the facilitator before sending to the printer.

3. Properly shutdown and turn off computer and monitor after every use.

4. If there are personal needs for printing, see the librarian in the Library.

5. No food or drink allowed at the workstations.

6. It is recommended that the students sanitize their hands at the Sanitizing stations provided outside each lab prior to entering the lab and when they leave.

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