LANEY COLLEGE
900 Fallon Street, T-850
Oakland, California 94607

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STANDARD OPERATING PROCEDURE

DEPARTMENT: Library Services	**TITLE:**	**LVC/COMPUTER LABS**
PURPOSE:		

Guidelines for student use of the Listening/Viewing Center and Computer Lab Department.

PROCEDURE:

- Students must have current Laney College student ID to sign up for Listening Viewing Center resources (computers and/or materials).
- Computer use is first come, first serve. Computers are assigned via PC reservation system.
- In order to print, students must purchase a copy card or add money onto their Laney College student ID card at the machine next to the Loan Desk.
- LVC computers are limited to 1 hour usage.
- Trained LVC staff will assist students with simple/basic MS Word issues (i.e. margins, numbering, font, etc.) and other computer issues, such as saving a document to a flash drive or sending the document to a printer. LVC staff is not trained to teach students how to use word process programs or computers. Student that need this level of training should sign up for a computer class and/or go to the James Oliver Writing Center (B261) for instruction.
- Students are responsible for watching their own possessions. LVC staff is not responsible for any lost, damaged or stolen items.
- Students are responsible for making a back-up copy of their work in case of computer problems. The LVC is **NOT** RESPONSIBLE FOR ANY FILE LOSS.
- The LVC does not provide materials such as pencils, pens, paper, disks, tape, etc.
- The LVC does not have an area for posting campus fliers. Please go to the Loan Desk with posting requests.
- CD-ROMS that do not require loading onto the computer can be used on computer #11. The Library will only load CD-Roms owned by Laney Library or, in special cases, Department Chairs may place formal request to the Media Librarian requesting a CD-ROM, owned by the campus, be loaded onto a LVC computer. Loading a program can take a week or more to be completed.

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- Students reenrolled in DSPS classes have first priority using the ADA computer stations in LVC. Students not enrolled in DSPS may be asked to vacate the ADA computers.

ACTIVITIES PROHIBITED IN THE LVC/COMPUTER LABS- *Violation of these policies/rules may lead to revocation of lab privileges and/or disciplinary action.*

- **Food, Beverages and Tobacco**-Eating, drinking or use of tobacco products is prohibited.
- **Accessing Pornography, Profane or Other Obscene Material**-Downloading or viewing such material is prohibited. Students should be aware that federal and state laws and college policy forbid certain behaviors which have the effect of creating a hostile learning environment for students or a hostile work environment for employees. An example of such forbidden behavior is accessing, creating, sorting or printing graphic or degrading written or electronic documents of a sexual nature, sexually-oriented photos, cartoons, etc. which are not directly related to the instruction that the student is intended to receive. Students who violate this prohibition may b subject to disciplinary action including loss of access through the college's computers and possible termination from the college's instructional program. Student/faculty/staff should also be aware that Laney college staff members are monitoring what is being accessed and stored on college equipment in the computer labs.

Noise in LVC and Computer Labs

- **Cell Phones**-All cell phones/PDS's are to be turned off or set to silent while in the lab.
- **Disruptive behavior**-Such as shouting or cursing will not be tolerated.
- **Loud Conversations**-Should be kept to a minimum while in the lab. If a student needs to converse with another student, conversations are to conducted in a quiet manner that will not disturb other lab users. Students who become disruptive will be asked to leave.
- **Audio CD's**-Or applications with audio output may only be used with headphones. Students who are using headphones are expected to keep the volume low so that the noise does not disturb others.
- The college computer labs are quiet work areas and users are asked to respect other users by keeping noise levels to a minimum.
- Students working in the lab are expected to show respect toward other students, faculty and staff. **Loitering or socializing in the labs is not allowed.** Open labs are quiet areas-**loud talking, holding conversations is not allowed.**

Playing Music and Accessing Other Forms of Entertainment

- **Listening to music** and accessing other forms of entertainment over the internet that is disruptive to other students is prohibited.

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- **Printing Photos/Pictures-** Due to the high cost of toner, the Lab printer only prints text and not pictures/photos, etc.
- **Copying Software-**Unauthorized copying of licensed software from the lab hard disks or file servers is a violation of Federal copyright laws. Software license agreements and copyright law will be strictly enforced in the LVC/computer lab.
- **Saving Files-**Anything saved on the computer hard drive (*My Document folder/ desktop*, etc.) will be deleted. Data files created in the lab should be saved directly on a floppy disk, USB/zip/flash drive or CD.
- **Changing Hardware and Software Configurations-**Changing hardware and software configurations in the computer labs is prohibited. This includes modifications of the settings, configurations of printers and modification of system software. Violators of this policy will be referred to the proper authority for appropriate action, which may include the loss of computer privileges.
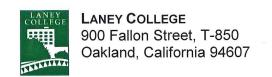
The Following types of activities are examples of behaviors which are unacceptable and in some cases, may violate State or Federal law:

- Accessing someone else's account, directory, private files, or e-mail without permission from the owner.
- Misrepresenting one's own identity in electronic communications.
- Violating copyright and/or software agreements.
- Using computing resources to threaten or harass others.
- Violating lab and systems policies, procedures, and protocol.

CONSEQUENCES

Violations of the preceding policies and guidelines will result in disciplinary action. Disciplinary action my include, but is not limited to:

- Student is given a verbal warning.
- Student will be asked to leave the computer lab.
- Student's name will be given to the proper authorities for appropriate action, which could result in loss of computer privileges, or being banned from the library computer lab.

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KEY WORDS

DEFINITIONS AND ABBREVIATIONS

RESOURCES

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