

## **BASIC SKILLS STUDY CENTER RULES**

**Computer Use:** Computers in the Basic Skills Study Center (BSSC) are to be used for the New Century, Plato, and math programs. Students enrolled in CIS courses and/or Business 52AB may also use the computers in the BSSC for academic work in these courses. Students are not allowed to type essays, print or access the Internet in the BSSC.

### **When You Arrive:**

- On arriving, check in at the front desk by swiping your ID card with a current sticker at the check-in station
- The staff will collect the ID card and assign you to a computer by giving you a card with a computer number on it.

### **While You Are Here:**

- Work quietly so other students are not disturbed.
- Turn off or silence all cell phones and pagers.
- Leave your work area clean.
- Take responsibility for your personal property. Staff cannot be responsible for your belongings.
- Notify the staff immediately of any computer problems.

### **When You Leave:**

- Log off the computer but do not turn off the power.
- Return the numbered computer card and get your student ID card.
- Swipe your card into the computer system to check out.

### **Students Should Not:**

- Bring food or drink into the Basic Skills Study Center.
- Bring children into the Basic Skills Study Center.
- Bring "guests" (i.e., friends, relatives, non-El Camino College guests) to the Basic Skills Study Center.
- Change settings on the computers.
- Print in the Basic Skills Study Center.
- Use the Internet in the Basic Skills Study Center.
- Attempt to fix any computer problems.

- Turn off the computer (CPU) upon leaving.
- Connect any external equipment or laptops into the El Camino College network.

**Failure to Follow the Rules:**

- After two warnings (one verbal, one written), failure to abide by the rules will result in your being suspended from the Basic Skills Study Center.
- The Basic Skills Study Center reserves the right to suspend a student without warning if the disruption is significant.