

LEARNING RESOURCES CENTER POLICIES

Students Should:

- Work quietly so other students are not disturbed.
- Use computers only for academic activities.
- Turn off or silence all cell phones and pagers.
- Log off the computer before leaving.
- Leave their work area clean.
- Take responsibility for their personal property.
- Arrive early for appointments and come prepared.
- Notify Learning Resources Center staff immediately of any computer problems.

Students Should NOT:

- Bring food or drink into the Learning Resources Center.
- Bring children into the Learning Resources Center.
- Bring "guests" (i.e., friends, relatives, non-El Camino College guests) to the Learning Resources Center.
- Change settings on the computers.
- Attempt to fix any computer problems.
- Turn off the computer (CPU) upon leaving.
- Connect any personal computers or laptops into the El Camino College network.
- Use the Internet for personal use.

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 lab.
- The Learning Resources Center reserves the right to suspend a student without warning if the disruption is significant.

*** Note:** Different centers may have additional policies to follow.

