LIBRARY MEDIA TECHNOLOGY CENTER
(LMTC Computer Commons) POLICIES

Students Should

- Work quietly so other students are not disturbed.
- Use computers only for academic activities when announced or posted.
- Turn off or silence all cell phones and pagers.
- Leave their work area clean.
- Log off the computer before leaving.
- Take responsibility for their personal property.
- Notify Library Media Technology Center (LMTC Computer Commons) staff immediately of any computer problems.

Students Should NOT

- Bring food or drink into the Library Media Technology Center (LMTC Computer Commons).

- Bring children into the Library Media Technology Center (LMTC Computer Commons).

- Bring "guests" (i.e., friends, relatives, non-El Camino College guests) to the Library Media Technology Center (LMTC Computer Commons).

- Change settings on the computers.
- 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 lab.

- The Library Media Technology Center (LMTC Computer Commons) reserves the right to suspend a student without warning if the disruption is significant.

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

Approved by the Learning Resources Unit