MassBay COMMUNITY COLLEGE

COMPUTER LAB RULES

MassBay Community College's student computers are primarily for academic use.

For a complete list of the MassBay Computer Rules, see the MassBay Community College Student Handbook.
*Reminder: by logging onto a MassBay computer or website, you agree to follow **ALL** of these rules.*

Below are some key rules that all students should be aware of.

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You are responsible for all activities conducted on your MassBay user ID:

- **Do not** give your MassBay password to anyone - if you believe someone is using your MassBay password, change it or ask for assistance from the lab staff or HelpDesk

- **Do not** log on for anyone else (including relatives and friends) – use of these computer resources is paid through **your current** student fees

- **Don't forget to log out** before leaving the Computer Lab

- **Never** engage in any activity that might be harmful to the system/network, such as creating or propagating viruses, disrupting services, or deleting/damaging MassBay or system files

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Be considerate of others in the computer lab:

- When speaking with others in the labs or on the phone, please **keep your voice quiet**

- When listening to audio, **always** use headphones or earbuds

- Cell phones must be on "Silent Mode." No outgoing calls are permitted. Conversations must be taken out of the lab.

- Academic/educational activities have priority in the computer labs – during high demand periods, lab computers are **only** to be used for **academic purposes**

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You are responsible for your personal property in the computer lab

Drinks in covered containers are allowed – **NO food is allowed**

You need your **MassBay One Card** to print, photocopy, etc.

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The Technology Help Desk staff is responsible for lab computer problems:

- Please do **not** attempt to **modify** or **repair** equipment in the computer lab

- **Report** any problems to the Technology Help Desk staff

- **Located** in 242F, Wellesley Hills campus, and in the Framingham campus library