

# INTERNET SKILLS CENTER

## LAB POLICIES

- ✓ All users must sign in/out.
- ✓ Storage device(s) must be **SCANNED** at “Welcome Desk”.
- ✓ You may print **5 pages per day**; class assignments **ONLY!**
- ✓ **DON'T PRINT** coupons, maps, personal emails, receipts of any kind, flyers, confirmations, applications, tax forms, resumes, etc.
- ✓ All pages you print whether you keep them or not, are counted against your total, **blank pages included**. **You will receive the first 5 pages!**
- ✓ **Computer problem? Don't fix it yourself, call staff.**
- ✓ **Cell phones** or **paggers** must be turned **OFF**.
  
- Download to **YOUR OWN** storage device(s).
- Keep talking to a minimum (**TALK QUIETLY**).
- Head phones are allowed as long as **music cannot be heard by others in lab**.
- **Adult, dating** and/or **gaming sites** are **strictly prohibited**.
- **NO FOOD** or **DRINKS** in lab area.
- **Children** are **strictly prohibited** in lab.

**NOTE:** Lab users on course assignments have priority over those who are checking personal email or surfing the internet for leisure; those users will **RELINQUISH** the work station. **NO EXCEPTIONS!**

**OBSERVE ISC Lab POLICIES!**  
**LAB PRIVILEGES WILL BE REVOKED ANY VIOLATOR**  
Internet Skills Center Lab contact number: 486-0160