



School of Business

Lab Access Guidelines & Information

ACCESS TO LABS IS A PRIVILEGE. You are personally responsible for the use of your Student ID card and the lab. Access will be revoked if you abuse the privilege by:

- allowing unauthorized persons access to the labs
- conducting yourself in an inappropriate manner
- violating the **Camosun College Computer Ethics Policy**
- bringing food or drink into the labs

Refer to the **Lab Access Guidelines and Penalties** section on the back of this page, and the **Camosun College Computer Ethics Policy** posted in each lab for more information. Additional copies of these forms are available from one of the Lab Assistant in CBA 217.

Your Student ID card has been programmed to allow access to computer labs in the CBA building, during the present term/semester. Updates are usually processed automatically at the beginning of each term. If your card does not work please report to a Lab Assistant in CBA217.

LAB AVAILABILITY AND HOURS OF OPERATION:

The school of Business Computer labs are open from 7:00am – 10:30pm. At 10:30 the custodians will be asking you to leave. Refer to the schedules posted outside each lab for availability. CBA 220 is a general-purpose lab with no scheduled classes.

IF YOUR STUDENT ID CARD IS LOST OR STOLEN:

1. Immediately report a lost or stolen Student ID to one of the Lab Assistants in CBA 217 so that the card can be de-activated. Labs accessed with your Student ID remain your responsibility until the card is reported lost or stolen.
2. Go to the library to purchase a replacement card (\$10.00 fee)
3. You have to activate the new card:
 - a. Report back to a Lab Assistant in CBA 217
 - b. If no one is in the office, fill out an update slip by following directions posted on the door.
 - i. Your card will be activated within 24 hours

SPOT CHECKS:

Spot checks will be performed to ensure all lab users are authorized to be in the lab, and are using the lab appropriately. If you are asked to produce your Student ID by a College Staff member, including custodians, you must comply. See the back of this page for more information on the **Lab Access Guidelines and Penalties**.

WHEN CAN YOU ACCESS THE LABS?

As long as you are enrolled in a School of Business program you have the privilege of accessing the lab (co-op students are considered enrolled). Any exceptions are by special permission, authorized by your instructor, or the Associate Dean.

STUDENT ID CARD STORAGE:

Do not punch holes in your Student ID. Avoid bending the card. To prevent deactivation, keep the card away from magnetic sources such as speakers, and from static sources such as computer monitors. A sleeve can be purchased from the bookstore to help store and protect the Student ID.

**BY ACCESSING THE SCHOOL OF BUSINESS COMPUTER LABS YOU ARE
AGREEING TO ABIDE BY THE ABOVE CONDITIONS**



School of Business

Lab Access Guidelines and Penalties

*Pertaining to the Camosun College Computer Ethics Policy
and Food and Drink Guidelines*

FOOD AND DRINK GUIDELINES

No food or drink in the computer labs, this includes, but is not limited to:

- Water bottles – open or closed
- Coffee cups – travel mugs or other
- Cans or bottles of pop or juice
- Snacks (i.e. chips, candy bars)

And also means:

- No food or drink to be left at the front of the room
- No food or drink to be left sitting in the hallway. The janitors are instructed to remove and dispose of any items left sitting outside the labs. This is a college safety issue and will be enforced with no exceptions
- All food and drink must be consumed **outside** of the lab

Food or drink in a closed pack:

- Students may bring food or drink into the lab as long as it is stored in a closed backpack or bag.
- The food or drink items must not be removed from the pack for consumption in the computer lab

PENALTIES - FIRST OFFENSE

- The first time a student is found to have food or drink in a computer lab, or has violated any of the School of Business Computer Lab Rules and/or the Camosun College Computer Ethics Policy, they will be required to show their Camosun College Student ID. The Student ID will be checked to verify that it is active and that it belongs to the person who is in possession of it.
- The student's information will be recorded and a written warning given to the offending student
- If the student has food or drink items, they will be asked to leave the lab until the item is consumed, disposed of, or put away in a closed pack.

PENALTIES - SECOND OFFENSE

- A student who commits a second offense will have his/her lab access privileges suspended for the remainder of the semester/quarter.
- The suspended student will be required to meet with the Dean, or Assistant Dean
- In order to be reinstated with lab privileges; the student must remain out of the School of Business Computer labs for the duration of the suspension.
- Suspension of lab access privileges is not considered a valid reason for late or missed assignments or exams. It will be the suspended student's responsibility to arrange for class notes in an effort to keep up with the course. The suspended student will be responsible for completing all assignments and exams during the suspension, with his/her own resources.

INFRACTIONS WHILE SUSPENDED

If a suspended student is found in a computer lab during their suspension of access privileges:

- His/her computer account will be deactivated for the duration of the suspension
- If the same student is discovered in a computer lab again, using someone else's Student ID card and/or computer logon information the suspended student will be recommended for expulsion from the program; and the student who supplied lab/computer access for the suspended student will have his/her access privileges suspended for the semester/quarter.

It is a privilege to use the computer labs and this privilege can, and will, be taken away from those students who do not respect the policies in place.