

NMA LAB RULES AND POLICIES

- 1) Only students currently enrolled in NMA classes are allowed in the labs during class and open lab times.
- 2) All of the applications installed in the NMA labs are for Academic use only, for NMA projects and assignments. External use of the NMA applications must be approved by the NMA faculty and staff.
- 3) Downloading illegal files including applications, music, videos, and images is not allowed. Do not store illegally downloaded files (obtained through torrents or other Peer2Peer file sharing applications) on lab computers.
- 4) Profanity and loud disruptive behavior are not allowed in the labs. Earphones must be used during lab hours on computers that have built-in speakers. No external speakers may be used without prior approval from instructor/lab manager/lab monitor.
- 5) All equipment and supplies in the NMA labs such as printers, paper, cameras, and computers are only to be used for NMA projects and assignments.
- 6) Please conserve paper and trees by not printing out unnecessary personal emails, lengthy tutorials, and excessive samples. Place un-crumpled waste paper into waste paper boxes located next to printers.
- 7) We do not allow students to eat or drink while sitting at their computers to prevent damage to the equipment. Instead we allow students to eat and drink in areas away from the computers. If this privilege is abused it will be taken away.
- 8) No scribbling or drawing on dry erase boards; only class-related items are allowed to be written on the boards.

9) Browsing inappropriate websites and/or images is not tolerated.

If you witness any of these policies being violated, please inform one of the lab monitors on duty. If you feel that the lab monitor on duty is not adequately enforcing the policies, please feel free to contact the lab manager Joe Mahi via email: jmahi@hawaii.edu.

Failure to adhere to, or blatant disregard of any of these policies by a student may result in their removal for the day, suspension for a period of time, or permanent ban from using the labs during open lab hours.