This document sets forth the responsibilities of each student in the Applied Computer Science Laboratories.

In the Applied Computer Science Laboratories, we have assembled a wealth of resources for hands-on learning. Students have used these facilities to win international contests, conduct published research and collaborate with local non-profit organizations. Students generously give of their time and talents to improve the facilities and to teach others the valuable skills they have learned. In these ways, students enhance the reputation of the laboratories and pave the way for the next group of students to achieve even more. We challenge each student who participates in the laboratories to leave them better than they found them!

Students have free access to lab resources. Faculty provide guidance and assistance, but not constant monitoring of student activity. With this freedom comes great responsibility. It is crucial that each student assume a sense of personal responsibility for protecting, maintaining and ensuring the proper use of the laboratories. Resources that have taken years to assemble can be easily ruined. Similarly, trust that students will use these resources ethically and responsibly can be easily eroded.

In this document, we provide several guidelines. They are not intended to be an exhaustive list. Instead, they are meant to illustrate the high standard of professional and responsible behavior that is expected of all students. As clarification, important terms used below are Professors and Teaching Assistants – people who instruct courses, Lab Members - which is anyone who is a student who has been granted the responsibility of a lab key, and key-holders, which combines these two groups.

- Key-holders of the laboratories should watch to see that no damage is done to the equipment and that no equipment is removed from the laboratory. Any requests to borrow equipment must be approved by a lab director or faculty advisor in writing with a note stating who has taken the equipment and when it will be returned.
- There must be a key-holder with a key in the lab any time the lab is open. When a key-holder leaves the room, they are responsible either to make sure that another key-holder is present to take responsibility for the lab, or ask everyone to leave and lock all the doors behind them. Students without keys are expected to leave when requested. Students can always request their own key by contacting the faculty advisor if they need access at other times.
- Professors and Teaching Assistants who are not otherwise key-holders should be registered at the beginning of the semester at the CS Department office. If they need to have access to the ITL when other key-holders are away, they can sign out a key from the CS Department Office, and return it to the CS Department Office when they leave. If no key-holders are present when class is over, the professor/teaching assistant in charge should ensure that they are the last person to leave the lab and that both outside doors are locked.
- Students should return their key to the lab when they graduate, or when they no longer need it. If the key is lost or stolen, students should report this immediately to the faculty advisor. Students also agree to return their key at any time upon request. Students agree that a fee may be charged to their student account for lost keys.
- The lab facilities are intended for research and hands-on learning projects. They may not be used to run unlicensed software, share pirated materials, participate in activities deemed illegal by local, state, or federal laws, or for any other activity that reflects poorly on the lab. Students are responsible for their actions and should be aware that there may be legal consequences.
- Students are expected to alert the faculty advisor and/or lab directors if they are concerned about activity they see taking place in the labs. If there is any immediate threat of damage or theft of lab resources, campus security should be called as soon as possible.

Improper use of lab facilities and computing resources may result in exclusion from the labs and their activities, or temporary revocation of lab keys, depending upon severity. For students enrolled in a for-credit course/project in the labs, improper use may also be referred to the Academic Integrity Committee with a recommendation of a failing grade.

I accept personal responsibility for protecting, maintaining and ensuring the proper use of the laboratory facilities. I understand both the standards expected and the consequences of failing to meet those standards.

Print Full Name ____________________________________________
Signed____________________________________
Student ID number _____________________  Email address: ____________________________________________________
Cell and/or Home Phone Number________________________________________________________________________
Circle room number(s) below: Date key(s) issued: ___/___/___ Person Issuing Key_____________________________
J164: COSI/ITL (SC334/336), J165: Server Room (SC334A), J148: 2nd Floor (SC252), Other: __________________