

NORTH HAWAI'I EDUCATION AND RESEARCH CENTER COMPUTER LAB POLICY

COMPUTER LAB FEES

The computer lab is accessible to all students, faculty, and staff of the University of Hawai'i system free of charge. Please be prepared to provide proof of your status at the time of check-in.

The computer lab is available to community members for the nominal cost listed below.

Annual	\$50
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COMPUTER LAB HOURS

The computer lab is open to all computer users during normal business hours: Monday – Friday 7:45 am - 4:00 pm. The computer lab will be closed whenever a computer class is being held during business hours. Refer to the Computer Lab calendar for time changes. Please be aware that the Computer Lab calendar changes monthly.

These hours are subject to change at any time in the event that the lab is needed for any University affiliated purpose.

CHECKING IN

To use a computer in the computer lab, sign in on the computer log, located at the reception area. Please remember to sign out after leaving the computer lab.

TIME LIMIT

There is no time limit on the use of computers for students, faculty, and staff of the University of Hawai'i system.

There is no time limit on the use of computers for community members as long as there are no people waiting. A time limit of 2 hours per session will be enforced when there are people waiting. Anyone who is using a computer for more than 2 hours per session will be asked by the lab monitor to give up the computer to the next person on the waiting list.

There is no saving spaces or machines. Leaving the center gives up your space and you must sign in again when you return.

LAB PRINTING POLICY

1. The lab is not responsible for deleted print jobs, print errors, etc. We recommend using PRINT PREVIEW before sending your print job as well as waiting for your print job to finish before closing your document.
2. Limit print jobs to 25 pages at a time.
3. Cost for printing is 15 cents per page.
4. No transparency printing is allowed. Printing transparencies may damage the printer and thus are not allowed.

LAB RULES AND POLICIES

By logging on to a computer, users agree to all North Hawai'i Education and Research Center lab rules and policies. All users must sign the acknowledgment form of understanding before logging on to a computer. By signing the form, users acknowledge that they have read and understand the University of Hawai'i system wide Information Technology (IT) Policy. Copies of this policy are available for reference in the Computer Lab. Failure to comply with any of the rules or policies will result in immediate removal from the lab.

1. NO food or drinks allowed in the computer lab.
2. Please log out if you are going to leave your computer unattended. If you leave the lab area, you are giving up your computer.
3. DO NOT change any of the computer settings or install software.
4. It is illegal to copy or distribute software and its documentation without the permission of the copyright owner.

SAVING YOUR WORK

You must bring in computer disks or jump drives if you are planning to save your work. The lab will not be responsible for loss of data, damage, loss of personal items or personal injury.

MONITOR ASSISTANCE

If needed, seek assistance from a lab monitor.

The monitors are primarily responsible for assisting users to login/out, helping users get a session started/terminated, maintaining the general appearance of the lab, and other help desk functions.

The monitors are not responsible for doing your work for you. Please take the time to learn how to use the computers effectively. The monitors cannot teach each individual how to do everything, nor are they expected to know all the answers.