

Statistics Studio Classroom Usage Rules

The following are rules for use of the Statistics Studio Classroom. Please read them and ask any questions that you have. Once you feel that you understand the rules and are willing to abide by them, please sign the attached form.

1. No food or drinks are allowed in the classroom at any time. Please leave any of these items outside the classroom. If you chew gum, be careful not to dispose of it anywhere other than the trash cans.
2. The computers in this classroom are to be used for the purpose of academic work in statistics classes. No other uses are permitted without the approval of your instructor or the lab monitor.
3. Do not use the computer to check your e-mail (or other non-course related activities) during class time.
4. Make sure that you close all programs and logoff the computer prior to leaving class. Leave your work area in good condition for the next student.
5. Treat the equipment gently and with respect. Do not damage, deface, or write on any of the computer equipment or furniture in the classroom. Be particularly careful of the computer monitors as the screens are very fragile. Do not touch the screens or try to move the bases of the computer monitors or the cables or power packs.
6. Do not change any of the computer settings. (e.g., desktop settings, screensavers, etc.)
7. Do not change any files on the computer that are not your own.
8. Do not add any applications to the harddrive.
9. Do not copy any of the software on the computer.
10. Print only those pages that are required for classwork, as approved by your instructor. If you experience a problem after sending a print request, do not resend your print request; instead, check with your instructor. Do not use the printers for printing course notes or assignments (except on unusual occasions).
11. If you discover any problems with the equipment or furniture, inform your instructor or the lab monitor immediately.
12. When saving files for use outside of class, you have three options:
 - Save your document to the computer's desktop and then email yourself the file,
 - Save your document to your flash drive, or
 - Save your document to your previously formatted CD-RW.

If you choose to save to the computer's desktop be aware that your document could be removed before the next class period.

13. In order to ensure a respectful learning environment for everyone, please do not talk with your neighbors when your instructor is talking (but please do talk with your classmates when working on activities).

Statistics Studio Classroom Usage Rules Signature Page

I have read the rules for use of the Statistics Studio Classroom and will follow them. If I fail to do so I understand that I may be referred to campus authorities for appropriate disciplinary action. In some cases disciplinary action may result in my removal from the course.

Date: _____ **Course** _____ **Instructor's Name:** _____

Print your name

Sign your name

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Statistics Studio Classroom Usage Rules Signature Page

Date: _____ **Course** _____ **Instructor's Name:** _____

Print your name

Sign your name

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