OIT Labs - General Use Policies
ITS Computer Classrooms & Labs

I. No food or drink of any kind is allowed in the labs. When using workstations, users should put their containers away in a bag or backpack or place them inside a red bin.

II. No excessive loud noise or talking.

III. Music or other media must be listened to with headphones at a reasonable volume.

IV. Cellular phone use or audible ringing is prohibited inside the lab.

V. No bicycles in the labs.

VI. Workstations left unattended for longer than 15 minutes will be logged out and any belongings left unattended will be logged as lost and found items.

VII. Lab users must follow the Student Code of Conduct.

VIII. Abusive language and/or actions towards employees or other lab users will not be tolerated. Any persons exhibiting this type of behavior will be asked to leave the facilities.

IX. 500 print quota credits per student, per term. Printing credits do not carry over to the following term. One double-sided page equals two credits and one color printed side equals 4 credits. Print overages are automatically billed to students’ accounts.

X. Specialty paper may not be used in any printer, with the exception of specialty print options offered in the BHB 225 IDSC lab.

XI. 30-minute time limit on scanners is enforced when there is a waiting line to use them.

XII. Use of the lab computers requires an OAM/Odin account.

XIII. Use of resources and accounts must adhere to the PSU Acceptable Use Policy, including compliance with the Digital Millennium Copyright Act.

XIV. Animals are not allowed in the labs unless they are service or therapy animals.

XV. Posters or fliers in the labs must be approved by lab management and must directly relate to use of the labs (e.g. how to print, copyright policies, etc.). No other posters or promotional materials are permitted.

XVI. Labs cannot be used for commercial purposes or solicitation. If any solicitation type advertisements found in our spaces or on bulletin boards will be taken down.