OIT Labs - General Use Standards and Guidelines
ITS Computer Classrooms & Labs

I. No food 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 the lab’s red bin. Only beverages in spillproof containers are allowed at workstations. Spillproof is defined as the ability to turn container upside down without any fluid leaking out. Other beverages must be placed in the 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. Talking on cellular phones 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 registered as lost and found items. OIT is not responsible for lost, stolen, or damaged personal belongings.

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. Print overages are automatically billed to students’ accounts after the end of the term.

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 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. Any solicitation type advertisements found in our spaces or on bulletin boards will be taken down.

XVII. In order to remain available to assist as many lab users as possible, lab attendants may spend up to 5 minutes providing assistance to an individual lab user.