



Student Conduct Policy – Open Labs

The Learning Centers including the Computer Commons, Academic Success Center/Tutoring, Library, Southwest Skill Center Computer Lab, and Study Rooms are shared areas for study, research, learning assistance and computer use. Please treat staff and fellow users with respect and courtesy. Ensuring a pleasant and productive environment for all users requires that each user of the facility follow this **Policy**

- ❖ Student academic work takes precedence over all other use of these facilities.
- ❖ As a courtesy to others, please turn cell phones off or to vibrate. If you receive or place a call, please complete it in the lobby.
- ❖ The study rooms are for student use and can be reserved for up to two hours. Study groups (two or more students) have priority. If no one is waiting, they may be used until another person requests them.
- ❖ No animals are allowed except service animals.
- ❖ Water in covered containers is allowed. All other food or drink must be enjoyed in the vending machine area, the patio or the white tables immediately adjacent to the patio.
- ❖ Disruptive behavior or behavior that can be interpreted as creating an intimidating, hostile or offensive environment will not be tolerated.
- ❖ Please use headphones with CD/DVD players, radios and laptops. Please keep the volume at a moderate level at which others cannot hear it.
- ❖ Please do not sit on tables or put feet on furniture.
- ❖ Users with children are welcome, but children may not be left unattended. Children are expected to behave in a quiet, orderly manner. Disruptive behavior can result in children and accompanying adults being asked to leave.
- ❖ Mutilating college owned printed materials by marking; underlining or removing pages or portions of a page is not allowed.
- ❖ Copyright law of the United State (Title 17 U.S. Code) governs the making of copies of copyrighted materials. Any person copying such material is liable for any infringement.

Please adhere and follow the Maricopa **Technology and Computer Usage Standards**.

http://www.maricopa.edu/publicstewardship/governance/adminregs/auxiliary/4_4.php

Enforcement

Anyone who fails to comply with this Student Code of Conduct Policy may be asked to provide some form of proper identification which will be copied for documentation. Failure to cooperate with the direction of the staff regarding disruptions of any kind or knowingly giving false information will result in referring to the appropriate college personnel. Anyone who violates the Code is subject to removal from the building, restriction of privileges or other appropriate actions as outlined in the Maricopa **Student Conduct Code**.

http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2_5.php#discipline