Department of Mechanical Engineering
Design Lab Access

As a user of the Department of Mechanical Engineering Design Labs I accept the following responsibilities:

1. Only students taking Department of Mechanical Engineering classes are allowed to use the computers, software, printers in the Department of Mechanical Engineering Design Labs, unless other arrangements are made with the Department Chairman.

2. Save your data to removable media. Do not store large files or projects on Lab computers

3. I will not copy licensed software from the Department of Mechanical Engineering Computers for use elsewhere.

4. I will not use Department of Mechanical Engineering computers, printers, or other equipment for any commercial purpose.

5. I will assist the system administrator and lab aids in resolving problems.

6. I will report any system flaws in system security to the system administrator.

7. I will not damage any equipment, either hardware or software, nor will I remove any equipment without authorization.

8. I will not misuse the system resources, in particular, I agree that I will not use the facilities to:
   A: Access any system, software, data, or network without proper authorization.
   B: Send fraudulent mail or read another's mail without permission.
   C: Access another user's files, or programs without permission of the owner.
   D: Log into another user's account at any time.
   E: Copy copyrighted materials without permission from the copyright owner.

9. I will straighten up the chairs and tables and clean up the area after use.

10. **I will <u>NOT</u> bring Food or Drink into the Design Lab**.

I certify that I have read and agree to abide by the above and any future posted policies of the Mechanical Engineering Design Lab. Failure to comply will result in your loss of lab usage.

_____ _____

ME course number/Instructor Student Name (Print)

_____ _____

Semester ***Signature***

20 August 2018