1. **The SSSP/UB Academic Technology Lab is designated for TRIO Participants ONLY.** STUDENTS MUST WEAR THEIR JSCC ID BADGE. (Visitors please see a staff member for assistance.)

2. When using the Lab, please neatly **sign in** when you enter, complete all information, and **sign out** when you leave.

3. Participants using the computers for assignments have priority over those using the computers for other use.

4. Participants are to print only school-related work. Please use the Library or the Academic Support Center for personal copies.

5. Participants are allowed to **print a maximum of 20 copies per day.** (exceptions must have Director’s approval)

6. When using the Lab, please comply with JSCC’s Acceptable Use Policy (please see current JSCC Catalog and JSCC website – www.jamessprunt.edu).

7. When the Lab is fully occupied, there is a one (1) hour time limit per session.

8. To keep a conducive working environment, we ask participants to be respectful of others, and keep the noise level to a minimum.

9. Children are **restricted** from the Lab.

10. Food and beverages are **prohibited** in the Lab.

11. Please put your trash in the garbage container. (Leave your work area clean)

12. Save all your work on a disk or flash drive, saving to the hard drive is prohibited and your files will be deleted.

13. If you have a problem with the computer, please seek the assistance of the Technology Assistant, or another staff member (please do not attempt to fix the computer yourself).

14. The downloading of instant messenger and other items from the Internet is **STRICTLY PROHIBITED.**

15. Please turn cell phones off or on silent mode while in the Lab and please place and take your calls outside of the Lab.

**Academic Technology Lab Hours are posted on the door each semester.**

**Participants who violate the Lab Rules will:**

1. On the first offense, be given a verbal warning.

2. On the second offense, be given a written warning from the Director of SSS/UB.

3. On the third offense be suspended from the Lab for a period of time to be determined by the Director of SSS/UB, and must meet with the Director before returning to the Lab. Additionally, the Vice President of Student Services may be contacted (please see current JSCC Catalog and JSCC website – www.jamessprunt.edu).

**Revised August 2011**
OPEN STUDY SKILLS LAB & TUTORING ROOMS RULES

1. The SSSP/UB Study Skills Lab & Tutoring Rooms are designated for TRIO Participants ONLY. (Visitors please see a staff member for assistance.)

2. When using the Study Skills Lab or the Tutoring Rooms, please **sign in** neatly when you enter, complete all information, and **sign out** when you leave.

3. If you are in a tutoring session, or working with the Math Skills Advisor, you do not need to sign in or out. Your time will be recorded differently.

4. To keep a conducive working environment, we ask participants to be respectful of others, and keep the noise level to a minimum.

5. Children are **restricted** from the Study Skills Lab & Tutoring Rooms.

6. Please put your trash in the garbage container. (Leave your work area clean)

7. Please leave your work area clean so other participants can work in a neat and clean environment.

8. Food is **prohibited** in the Study Skills Lab & Tutoring Rooms.

9. Please turn cell phones off or on silent mode while in the Study Skills Lab & Tutoring Rooms and please place and take your calls outside of the Study Skills Lab & Tutoring Rooms.

Participants who violate the Open Study Skills Lab & Tutoring Rooms Rules will:

1. On the first offense, be given a verbal warning.

2. On the second offense, be given a written warning from the Director of SSS/UB.

3. On the third offense be suspended from the Study Skills Lab & Tutoring Rooms for a period of time to be determined by the Director of SSS/UB, and must meet with the Director before returning to the Study Skills Lab & Tutoring Rooms. Additionally, the Vice President of Student Services may be contacted please see current JSCC Catalog and JSCC website – www.jamessprunt.edu).

Open Study Skills Lab & Tutoring Rooms Hours are posted on the door each semester.

Revised August 2011
JSCC ACCEPTABLE USE POLICY

James Sprunt Community College is committed to providing users with a variety of resources including electronic resources and Internet access. The College receives Internet access through the North Carolina Integrated Information Network. As a subscribing agency, JSCC employees, student and public users are subject to Policy and Guidelines on the Use of the Internet: Use of the North Carolina Integrated Information Network – Revision No. 2. This can be accessed by: irmc.state.nc.us/documents/approvals/NCInternetPolicyRev2.html. The Acceptable Use Policy of James Sprunt Community College is in accordance with the NCIIN policy.

All users of James Sprunt Community College computers are expected to use the computer in a legal, ethical, and responsible manner. The College considers access to its computer services a privilege, which may be limited to or forfeited by abuse, misuse, or violations for the following conditions.

Acceptable Use of Computer Services

Users shall comply with all federal and state laws pertaining to copyright privacy and confidentiality, and the transmission of illegal, harassing, or obscene materials.

Users shall use the computer only for educational, instructional and administrative purposes.

Users shall use the computer in a manner that does not impede access by other authorized users by unnecessarily tying up network resources or disrupting the use of the network.

Users shall show respect for other users, both JSCC users and users who can be reached through network connections, by adhering to proper network etiquette.

Users shall show respect for the integrity of the computer system and all networks by operating the system properly.

Users may access their personal E-mail from JSCC computer Internet access. However, for security reasons it is the responsibility of all users to protect their individual passwords. Authorized JSCC personnel may need to access and view such files due to technical problems, unauthorized or illegal use, or any other manner inconsistent to acceptable use policies.

Only authorized JSCC personnel shall be allowed to load software to any computer, either from a disk, CD, the Internet, or any other network source.

Unacceptable Uses of Computer Services include but are not limited to the following:

Users shall not use the computer services to operate a business.

Users shall not load or download software to a JSCC computer without proper authorization from the MIS Department.

Revised August 2011
Users shall not interfere with other users’ use of the computer. Users shall not transmit or post profane, harassing, unsolicited, or advertising materials over the computer.

Users shall not alter the network configuration of computers, use another user’s password, attempt to access the confidential materials, modify or decompile files, disrupt or “crash” the system, or use the computer in a manner that will interfere or interrupt others’ use of the computer networks.

James Sprunt Community College is not responsible for the accuracy of any information accessed through its computers or network connections, or for any problems caused by delays, inaccessible sites, or interruptions to the service. Users assume responsibilities for the accuracy of information they obtain or use.

JAMES SPRUNT COMMUNITY COLLEGE
STUDENT SUPPORT SERVICES
TRAVEL POLICY

James Sprunt Community College and the Student Support Services Program strictly prohibit the consumption of alcoholic beverages while on Student Support Services sponsored functions. We also expect our participants to act in a mature and responsible manner throughout the course of travel, and while we are at the hotel. JSCC college catalog clearly states that, “Therefore, it is the policy of this college that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol, is prohibited while in the workplace, on college premises or as part of any college sponsored activities.” Any student that violates this policy will be subject to disciplinary action. You are also not to bring any guns, weapons or knives on this trip. Security checks may be a possible reality on trips; therefore, it is important that you comply with the policies established by James Sprunt Community College and the Student Support Services Program.

Revised 8/05/08