LOYOLA UNIVERSITY CHICAGO

Law School Computing Services User Memo

Policies List No. 1

7/29/11

The following rules apply to every person who enters the Law School Computer Center or uses a Law School computer. You are responsible for compliance with these policies, and your privileges may be revoked if offenses occur. This list contains the major rules governing use of the Law School Computer Center and Law School computers; other rules governing the Law School in general also apply. Any violations of these policies will be considered a violation of the code of student conduct and will be referred to the dean's office.

1. The computer center is for Loyola Law Student use **ONLY**, and solely for academic related work. You may use the computers for research and class purposes. You may not use the Computer Center or the printers for outside work, including clerking or personal uses. We do monitor the content of all print jobs.

2. There can be **NO** food in the computer center at any time. Drinks must be in appropriate containers. For drink rules see the Drink Rules User Memo - #38.

3. You must use your own login ID and password, as this identifies you to the network. You may not use anyone else's login ID and password or loan your login ID and password to anyone.

4. Do **NOT** leave your workstation unattended for more than 15 minutes. If there is a student waiting to use a computer you will be logged off of the network. Because LSCS will not know the state you left your work in, your work will not be saved when the terminal is given to the waiting student.

5. When you leave a workstation, please discard all trash and return library materials to the library. **Do not leave books in the computer center.**

6. You **may not** use your own software programs on any of the computers in the Law School.

7. You **may not** use your own paper in the printers at the Law School, except in the Alumni printer in Career Services.

8. You may not store program or data files on the hard drives under any circumstances. Maintenance software will erase any files stored on Law School computer hard drives without notice.

9. Westlaw and Lexis research databases are for school-related work, not personal business. You may not use these services for work-related research. This is a provision of the educational contract between the Law School and each service. Failure to adhere to this provision may require you or your law firm to pay for your on-line time.

10. Questions about using the Law School Computer Center and Law School computers can be directed to the Law School Computer Center Advisor on duty (this person is stationed at the desk by the door of the Computer Lab II, room 404). If the Advisor is unable to answer your question, the advisor will seek further assistance for you.

11. Print jobs must be picked up within two days. Unclaimed documents will be recycled. Please do not waste paper and toner by printing documents you do not need.

12. **Do not print out multiple copies of a document.** Print out one copy and photocopy it if you need more than one copy. Maintenance software may cancel multiple jobs which are found in the print queues without notifying you.

13. The only exception to rule 12 above is that you may make up to 10 copies of a resume on the Law School Computer Center printers on the paper in the printers. You **may not** put your own paper in the Computer Center printers to do this, you must print on the plain paper that LSCS puts in the printers.

14. Proofread your drafts before you send them to the printers. If you find mistakes after printing, reprint only the pages with corrections on them when possible.