

AML Rules

The most important rule of the AML is that you must obey the instructions given to you by consultants. If a consultant informs you that you must leave a workstation, then you must leave that workstation. **Failure to follow this rule will result in restriction or loss of AML privileges.**

The following are rules to follow when using the lab.

The AML is a shared workspace. Treat it appropriately.

- * Food is not allowed in the AML
- * Beverages in library safe containers are allowed
- * Take cell-phone conversations outside the lab
- * Dispose of trash in trash cans
- * Wash your hands before using AML equipment if your hands are dirty
- * Put recyclable paper into recycling boxes near printer labeled recycling
- * Don't waste paper for other reasons beyond course purposes. Be aware of where you are printing.

The AML has limited space.

- * Keep aisles clear of personal items
- * Be sure to push in chairs when you leave
- * Keep possessions on or under the workstation you are working at

The AML is open and accessible for limited times.

- * *AML hours are listed in the AML brochure and posted outside the AML and on the AML website. We will do our best to make sure the AML is opened for those advertised hours, but we cannot promise that it will be available outside of those hours.*
- * *Specific AML rooms are usually not accessible to individual students when classes are scheduled to work in them. Do not expect to be allowed to start or continue working in a room which has a class scheduled to meet. Class schedules are posted outside the AML and on the AML website (<http://www.aml.wsu.edu>).*
- * *Refusal to leave an AML room when the AML is scheduled to close or have a class meeting will result in your workstation being logged off and your conduct being reported to your instructor. If you refuse persistently or threateningly, your AML privileges may be restricted or cancelled and your conduct will be reported to the Office of Student Affairs.*

The AML operates under restrictions as part of a state-funded institution. Our equipment cannot be used for:

- * File-sharing
- * Viewing pornography
- * Defrauding or misrepresenting yourself to others

Using AML computers to engage in conduct against University and Washington

State rules and regulations will result in the immediate loss of all lab privileges.

AML Rules

AML equipment is expensive. Treat it well.

- * Do not attempt to install any software on computers in the AML
- * By borrowing equipment—USB Flash Drives and DV Camera—you must agree to be responsible for the cost of replacement if it is lost or broken in your possession.
- * If you fail to return equipment in a timely manner or inform the AML that you will be keeping this equipment longer than expected, you will lose all borrowing privileges thereafter.

Equipment borrowing times.

- * *USB Flash Drive*—24 hours from time you check it out.
- * *DV Camera*—48 hours from the time you check it out.

Consultants and Students

- * Consultants have the right and ability to dismiss users from the lab for any reason. Harassing or being discourteous to a consultant will result in a warning; the next time users harass or are discourteous, they will lose their lab privileges with no refund for lab fees.
- * Consultants are in the AML to help you with the computers and installed programs to the best of their ability. This may include handing you a manual or directing you to a tutorial. **They will not edit or proofread your papers or attempt to explain your assignments to you.**

Unix account and email address

- * All students enrolled in classes with AML access must have a WSU Unix account and an e-mail address ending in @wsu.edu. If you have not satisfied this requirement, we will walk you through the process of setting up a Unix account and appropriate e-mail account during the orientation.