

**RULES FOR USE OF THE KENAN 1122 COMPUTER LAB**

- Students using Kenan 1122 are to maintain an appropriate professional learning atmosphere in which each user’s rights, dignity, worth and freedom are respected. Any actions leading to a hostile, intimidating, or offensive environment in the laboratory are expressly forbidden.
- Absolutely NO food, drink (not even water!), or tobacco products are permitted in KENAN 1122.
- The doors to Kenan Hall and to KENAN 1122 must remain closed at all times whether or not someone is working there. The doors may not be propped open at any time.
- Authorized users of KENAN 1122 must use their own UNCW ID to enter. Students working in KENAN 1122 may not under any circumstances allow access to the room any other way. Opening the door for classmates, other students, tutors, friends, or family is expressly prohibited.
- Do not remove any equipment or supplies from KENAN 1122.
- Do not move any equipment, including cables or decks, from one station to another without permission from an instructor or the Film Studies Department equipment manager.
- Students must keep KENAN 1122 neat. Trash should be placed in a trash can either in KENAN 1122 or in the hallway.
- Any student who inadvertently makes a machine unusable by other students must correct the problem. Intentional damage to hardware or software is prohibited.
- Software may not be installed on any computer.

**REQUEST FOR AFTER HOURS ACCESS TO THE KENAN 1122 COMPUTER LAB**

I have read the rules listed above. I agree to follow these rules if I am granted access to KENAN 1122. I understand that UNCW will keep a record of each time I use KENAN 1122. I understand that I may lose access to KENAN 1122 if I violate any of these rules. I understand that losing access to KENAN 1122 may result in my failing one or more courses.

**SIGNATURE:** \_\_\_\_\_

**PRINT FULL NAME (FIRST, MIDDLE, LAST):** \_\_\_\_\_

**STUDENT IDENTIFICATION NUMBER:** \_\_\_\_\_

**COURSE:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_