Computer Usage Policies

The following guidelines are provided to promote a pleasant working atmosphere for all students in the Computer Commons Lab. Use of the premises comes with responsibilities.

General guidelines
- No food or drinks are allowed at the computer stations.
- Please keep conversations short and talk quietly while in the building. Keep noise levels at a minimum.
- Students are expected to leave their work area clean before vacating lab.
- Any unused or scrap paper should be placed in the recycle crate located near the printer
- No cell phone use in or near the lab. Please turn phones to vibrate or off.
- No-non students or children under 8 unless attended by an adult.

Three scanners are available for student use. When you are finished with any scanning project please move to another computer so the scanner is available for other students.

Save work to your "Z" drive on campus. You can back up your files your own USB drive to take home. The hard drives of the lab's desktop computers are cleared out on a regular basis, while the Virtual Desktop Interface machines (VDI) completely delete the session *when you log off.*

Assistance
- Tech-savvy instructors and lab assistants are present and available to help you during lab hours.
- Some computer class textbooks are available for check-out in the lab on a first come basis.
- Headphones are available for students to check-out in the lab.

Printing
Yavapai College utilizes WEPA (Wireless Everywhere Print Anywhere) printing kiosks. With WEPA printing kiosks, you can print from home to YC or from YC to other WEPA schools.

WEPA kiosk locations
- Prescott Library (Building 19, 1st floor)
- Computer Commons lab (Building 19, 2nd floor)
- Learning Center (Building 1)

WEPA Print Pricing at YC

Simplex Prints
- B&W: $.10
- Color: $.50

Duplex Prints
- B&W: $.18
- Color: $.95

WEPA Accepted Forms of Payment
- YC Flexicash
- Credit/debit card (surcharge applies) payment made at WEPA kiosk at time of printing
- WEPA Account
- WEPA Print Cards available for purchase with CASH at:
  - Prescott – Computer Commons, bookstore*, cashier, Library, and mail center
  - Prescott Valley – front desk
  - Chino Valley – front desk
  - Verde Valley – cashier and library

  *Financial aid can be used to purchase WEPA Print Cards at the bookstore

Computer Usage Policies

Proper Usage

Lab Computers are for educational purposes.

It is against policy to view, send or display inappropriate, abusive or threatening material via the computers.

Anyone found damaging/abusing the computers may be subject to immediate suspension of their computer privileges suspended and any appropriate action may be taken. Inappropriate use includes but is not limited to:

- Illegal copying or downloading of copyrighted software.
- Physical damage or alteration to the computers, hardware, software or the facility.

The computer lab adheres to the college's computer, Internet and electronic communications policy.

Anyone abusing this policy may have their privileges revoked.