

- The DECS public computer labs are only available to individuals who have a valid College of Engineering user account, also known as an EGR NetID.
- Please keep track of your personal belongings at all times and do not leave them in the labs unattended. Michigan State University is not responsible for lost or stolen items.
- Do not tamper with or remove any equipment from the labs. Removing equipment from the labs is considered theft and will be treated accordingly. Equipment includes all items in the room that belong to MSU, such as: computers, monitors, keyboards, mice, printers, unused printer paper, projectors, projector screens, televisions, speakers, tables, chairs, garbage and recycling containers, thermostats, windows, window blinds, cleaning supplies, DECS posted signs or flyers, etc...
- Please report all equipment problems to the DECS Support Office.
- Do not use the computer stations for non-academic purposes when the labs are busy. This includes activities such as personal web browsing and email, game playing, etc...
- Special use computer stations should be reserved for their special uses only, unless there are no other available stations. Special use computer stations include computers with special hardware and/or software such as: document scanners, web cameras, smart boards, etc...
- Do not log into or use more than one computer station at a time. If you have a particular need that requires this type of use, please contact the DECS Support Office.
- No advertising. The posting or placing of advertisements or flyers is not allowed within the labs, or on the windows or doors.
- Food and beverages are allowed in the labs, but the following conditions apply:
  - Single serving foods only
  - No party or buffet type foods (this includes boxes of pizza)
  - Beverage containers must have lids
  - You must clean up after yourself
- Leave the labs in the same or better condition than when you arrived:
  - If you bring food or beverages into the labs, please keep the equipment clean and properly dispose of all containers, wrappers, leftovers, etc...
  - If you work on schoolwork, please cleanup your workspace and pickup all your papers, belongings, and supplies.
  - Cleaning supplies are available in all the DECS public computer labs, so please try to clean up your own mess. If you make a mess you are unable to clean, such as spilling a beverage on the carpet, please notify the DECS Support Office so the mess can be handled properly.
- Labs abused or misused will be closed for the duration of cleaning or repairing.

Violators of this policy are subject to suspension of their College of Engineering user account. This policy is subject to change at anytime.

---

DECS Support Office  
1325 Engineering Building  
East Lansing, MI 48824  
517-353-8891  
[support@egr.msu.edu](mailto:support@egr.msu.edu)