

## Music Department Computer/Midi Lab Policy

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Hours of operation for fall and spring semesters are determined by the Academic Master Schedule. Hours of operation for Winter Session and Summer classes will be arranged on an as needed basis.

Only students enrolled in the Music Department Classes at Salem State College and authorized personnel are permitted to use the lab. In order to use the facilities, students must have a current semester validation sticker on their Salem State University ID. Students must present their ID to the lab attendant and sign the logbook in order to access the lab.

Students must use headphones at all times when working with the keyboards in the lab.

Viruses can cause problems in any computer environment; therefore, students are prohibited from downloading anything from the Internet to their workstation. Anti-virus software is provided to keep lab computers virus-free.

Students working on assignments for music classes will have priority over others; however, total time on a computer/keyboard is limited to one hour whenever other music students are waiting to use a machine.

Damage or vandalism of property belonging to the college or others is prohibited and will require restitution as well as disciplinary and/or legal action.

No one has the authority to copy any software from the computers in the labs. The software is copyrighted material, and anyone caught stealing software from the lab will be prosecuted.

No one may disconnect or re-configure anything in the lab at any time without written permission.

No food or drink is permitted in the lab at any time. Smoking is prohibited in all college buildings.

This computer/MIDI lab is among the finest in the college and represents a sizeable investment of time and money, please do your part to maintain it at all times.

Please note: All department policies subject to change without prior notice.