

Mo'o Lab User Guidelines

1. By logging in you agree to all College of Education and University policies governing computer use.
<http://www.hawaii.edu/infotech/policies/itpolicy.html>
2. You must be enrolled in at least one course offered through the College of Education to be eligible for an account.
3. Do NOT change any computer settings or install any software.
4. No Food or Drinks are allowed in the lab.
5. Sharing account names and passwords will result in deletion of the account.
6. Seek needed assistance from a Mo'o lab assistant.
7. Use only the paper provided by the college for printing. Do NOT use recycled paper or transparencies. **If you damage the printer you will be liable for repair or replacement.**
8. Each account receives a 250 page print quota for the semester. You may increase this quota by bringing 1 unopened ream (500 sheets) of 20-weight, white paper. 375 sheets will be credited to your print quota, the remaining 125 sheets offset the costs of toner.
9. All accounts are deactivated at the semester conclusion. Students must reapply for a Mo'o user account at the beginning of each semester. This process may take 1-2 days.
10. The College is not responsible for lost or damaged property, files or personal injury.
11. The College cannot guarantee the availability of Mo'o lab resources all of the time. (Example: PC or Mac, printing, Internet, or scanners)
12. Log out when finished, computers left un-attended will be restarted and data will not be saved.
13. You will be asked to leave the lab if you are using the computer for non-education purposes or violating the student conduct code
<http://www.hawaii.edu/student/conduct/>.
14. The college reserves the right to make necessary changes to the lab configuration and lab policies at any time.

Bottom portion for Outreach and Technology staff use.

DO NOT FILL IN BELOW!

Computer user account name: _____

User account password: _____