



# High Tech Center

Gavilan Community College, 5055 Santa Teresa Blvd., Gilroy, CA 95020 (408) 848-4823

## ***HOURS***

**MONDAYS - FRIDAYS (9am - 4pm)**

***(Center will be closed on Wednesdays from 12:55-1:45pm for class.)***

## **GENERAL RULES**

- ❑ It is necessary to **Log in** and **Log out** on the **TimeKeeper program** in the HTC or LRC every time the lab is used.
- ❑ You must bring a flash drive for your work or you may check one out for the semester. You may leave your flash drive in the Center or take it with you.
- ❑ You may not bring any software into the Center. The software will be taken from you. You may not remove any software from the Center.
- ❑ You need to treat the software and equipment gently. We want to keep it working for you for many years.
- ❑ You may not bring food, drinks, friends or children to sit with you in the Center.
- ❑ You are to remain in the Center only when you are working on an assignment. Although breaks are necessary and encouraged, we ask that you don't sit and visit with others using the lab.
- ❑ The Center will remain open only when supervision is present.
- ❑ Internet use is allowed for class related work only.
- ❑ Cell phone calls must be taken outside of the lab.
- ❑ In order to prevent a virus infection on the computers, any files left on the computer will be erased. Save your files often on your flash drive.

***Please Note: In the event of illness, emergency or scheduled event, the lab hours may be changed or cancelled.***