

NMA Lab Rules and Policies

- 1) Only students currently enrolled in NMA classes are allowed in the labs during class and open lab times.
- 2) All of the applications installed in the NMA labs are for Academic use only, for NMA projects and assignments. External use of the NMA applications must be approved by the NMA faculty and staff.
- 3) Downloading illegal files including applications, music, videos, and images is not allowed.
- 4) Profanity and loud disruptive behavior are not allowed in the labs.
- 5) All equipment in the NMA labs such as printers, cameras, and computers are only to be used for NMA projects and assignments.
- 6) Please conserve paper and trees by not printing out unnecessary personal emails, lengthy tutorials, and excessive samples.
- 7) We do not allow students to eat or drink while sitting at their computers to prevent damage to the equipment. Instead we allow students to eat and drink in areas away from the computers. If this privilege is abused it will be taken away.
- 8) Browsing sexually explicit and offensive websites is not allowed.

NMA Equipment Usage

Koa 103 cameras may be loaned to all students registered in NMA classes for 7 days.

Special cameras, camcorders, equipment may be loaned to students enrolled in specific classes:

- Canon Digital Rebels are for ART 202 Students
- Digital Camcorders are ART 222 Students
- Tripods are for both ART 202 and 222 Students

Koa 102 NMA library of Books and DVDs can only be loaned to students in the cohorts (NMA Majors). One item can be borrowed for 2 days only.

Wacom Tablets and Card readers can only be used in the labs and can not be borrowed outside of the lab.

If students do not return these items on time their borrowing privileges will be revoked for the rest of the school year.