



Northside Education Center  
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## Policies for the NEC Computer Lab

The organization renting the computer facility is responsible for the facility and the equipment being used. Please be diligent to enforce these policies with your participants. You are also responsible for not allowing participants to wander around the building into spaces that are not being rented to you.

A credit card guarantee, a certificate of liability insurance and payment in full must accompany reservations for the computer lab.

1. For security and courtesy, please leave the lab as you found it
  - computers and monitors turned off
  - chairs and tables put back neatly
  - work area around the computers picked up
  - lights out, and windows locked and door locked when you leave
  
- 1 Do not bring food or beverages into the lab (including candy/gum).
- 2 Conduct professional activity. Do not display or print sexually explicit images, email profane, discriminatory or offensive language, or conduct illegal activity.
- 3 Do not install, copy, or reconfigure software --this includes e-mail POP clients. If you need a special consideration for your program, please ask permission first.
- 4 Take all files with you. Files saved to the hard drive will be erased.
- 5 The lab is wheelchair accessible.
- 6 An LCD projector is available to rent –please arrange ahead of time.
- 7 Policies outlined for NEC Meeting Rooms also apply to the computer lab.

## Summary of NEC Computer Lab

- T1 line for fast internet access
- LCD projector available for rent
- Maintenance is performed nightly by Deep Freeze software that eradicates all changes and resets the computer to its original state. Files saved onto the network folder, 'Computer Lab Files', will be saved; all other areas are cleaned out each time the computer is rebooted (including My Documents).