

**University of West Florida**  
**University Commons and Student Activities**  
**The Big Book: Policy and Procedure Manual**

**Topic: CyberLounge**  
**Updated: January 6, 2006**

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The University Commons is by nature a very lively place with a great deal of activity. The University The CyberLounge is a cooperative project of the University Commons and ITS. The University Commons provides physical space and staffing to oversee routine operational needs. ITS provides the equipment and all specialized operational needs. The CyberLounge is governed by all applicable UWF computer use policies.

The UC Service Desk staff is responsible for opening and closing the CyberLounge and providing general oversight of the facility and equipment. Hours of operation are the same as the Service Desk. Daily tasks include turning lights on and off, checking room for cleanliness and orderliness, checking paper in printer and copy machine. An intercom is located in the lounge for paging desk staff when students need assistance with paper jams, rebooting the print server, adding paper and changing toner in the printer or copy machine. For technical assistance, students must contact the ITS Help Desk. A telephone is located in the CyberLounge for that purpose.

The following general rules apply to the operation of the CyberLounge:

1. To protect the computer equipment, no food or drink is permitted in the CyberLounge.
2. Logging on to games and pornographic sites is prohibited.
3. Priority use provided at designated stations assigned to Disabled and Kaplan Students.
4. Printer for academic use only.
5. Be courteous of others; do not tie up printer with large print jobs and leave lab