

## Policy

- Never leave the Roomba Lab door unlocked when you are not in it. Even if you leave for a second, close the door.
- You must sign out a specific Roomba and laptop, you are responsible for those two items, as well as the webcam and cabling that come with them.
- If you want to take a virtual Wall, you must sign that out as well
- A group may only sign out one Roomba and one laptop at a time.
- You should keep the equipment in the 3rd/4th/5th floor area of the CIT.
- You must not take the equipment out of the CIT.
- If there you see that equipment is missing that is not signed out, please notify the cs148 staff immediately.
- If there are many groups that need to use the equipment, say before an assignment is due, you must return one hour after your sign out time to give other groups a chance to use it.

Please follow this policy closely. It is designed to allow students the most access we can to the equipment, while still minimizing the risk of lost/stolen equipment. If students can't follow this policy, it will be replaced with a more restrictive one.