| Policy Source: Gwinnett Tech | Owner: Vice President of Academic Affairs | Effective: 1996 |
|---|---|---|
| Division: Academic Affairs | Reviewed: 6/2005, 2/2010, 6/2011, 5/2019, 12/2020<br>Revised: | |

### 5.5.5 GT    Computer Shutdown Policy

At the end of the day/night, all faculty and staff are expected to:

1. Never shut down all computers in lab or workrooms.
2. Lock computer lab doors.
3. Never shut down personal workstations.