Policy Source: Gwinnett Tech	Owner: Vice President of Academic Affairs	Effective: 1996
Division: Academic Affairs	Reviewed: 6/2024 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.