

**University of Denver
Emergent Digital Practices
Computer Labs**

Welcome to the EDP Computer Labs and Classrooms. The use of these facilities are for Students, Faculty and Staff taking courses and working on projects and assignments. Students who are currently registered and taking computer related courses from Emergent Digital Practices are eligible for access.

Students, Faculty and Staff from other departments may use the facilities with *prior* authorization.

The information contained in this document is applicable to all Computer facilities administered by

EDP: Sturm Hall Lab 211, 434, Art Building 220 and Leo Block lab. The Lab in Sturm Hall Room 211 has additional requirements for access. Please contact the EDP Office Administrator or you instructor for additional information.

We are striving to provide a clean, functional and hospitable work environment, so please carefully read the General Policy below.

Computer Lab Rules:

(1) Under no circumstances should any user install software, hardware, reconfigure desktops, or change general system settings unless directly authorized by EDP faculty or UTS Staff. Installation of unauthorized software poses a significant security risk to our computers and Network. Please help to make our labs and network safe by adhering to the above! All email is to be read only by a web client, the use of external USB Drives is permitted. Please be very careful when inserting cables into the front/rear USB ports.

(2) All User files are to be saved to the local computers designated volume for student files. Please create a folder with your name and store files in the existing home directory. All user files will be purged at the end each quarter. Be sure to backup your data on an ongoing basis to an external USB drive at the end of your computer session.

Be very careful when saving files, DO NOT save or delete files on any other drive designation. Files saved to desktops will be deleted immediately. The School is not responsible for your files, computer maintenance may require a drive to be reformatted without prior notification. Please be sure to backup your files!

(3) Eating, drinking, smoking, computer game playing, Internet phone and cell phone calls are PROHIBITED in the Labs at all times. Be courteous to other users by moving cell

phone conversations to an area outside of the lab. Please help to to maintain security by not browsing untrusted Internet sites.

(4) Keep the lab tidy and clean up after yourself. Throw all scrap papers and other waste into the garbage as you leave. Reset chairs to their proper location at each computer station. Place discarded printer paper in the provided recycle bin. Please exit all applications when you are done using a workstation.

(5) Laser printer paper is currently provided by the program. To allow this to continue, please only print documents that are necessary. Users are responsible for providing their own specialty papers. These papers are to be of high quality and for use in Laser printers. For any problems with printing, please seek the help of an instructor. The printing of labels is prohibited on all lab printers unless prior approval obtained. It is your responsibility to ensure that the correct approved media for the printer is used.

(6)Should you discover any piece of equipment that needs repair contact EDP faculty or staff. If no person is available, turn off the computer and place a piece of paper on the broken workstation or hardware with the words "OUT OF ORDER".

(7)Workstations with CD/DVD burn capabilities are not to be used to make illegal copies of software or other copyrighted material.

(8) The Computer Disk Drives do not have unlimited storage space. Users working with Audio, Video and Image files need to be mindful of how much space their files are using. Please do not leave huge files on the computer hard disks as they will be deleted.

(9) If you are unsure of a computer procedure please ask! By following these procedures you will help to maintain a usable lab for all.

USERS VIOLATING THESE PROCEDURES WILL BE DENIED ACCESS TO THE COMPUTER LABS

UNIVERSITY OF DENVER
Emergent Digital Practices
Request for Emergent Digital Practices Lab Access Sturm Hall Room 211
Please return this form to the EDP Office Assistant (SH 216)

Date submitted _____ DU ID# _____

Name of person making request: _____

Local Address: _____

For the quarter: FALL WINT SPG SUM ALL (EDP Faculty and students only)

Year: _____

Status: Undergraduate ___ Graduate ___ Staff ___ Faculty ___

Major: _____

DU Email: _____ Phone: () _____

I hereby make application to obtain an Access code for the Emergent Digital Practices Lab Sturm Hall 211. I understand that if I violate any of the above terms that my access to the facility will be terminated. I also acknowledge that the Departments and the University may change the conditions of access at any time.

Signature

Date

Print Name

EDP OFFICE USE ONLY:

Date Code Assigned _____ ACCESS CODE _____

Date Entered _____