

**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

Equipment Checkout Policies

1. Equipment may normally only be checked out by students enrolled in an EDP class. If you are not enrolled in an EDP class but need equipment to continue work on an EDP project, contact an EDP faculty member.
2. You are wholly and solely responsible for any equipment that you check out. It is your responsibility to make sure that you receive all the equipment listed on the checkout sheet. Once you sign it, the checkout sheet will be considered an accurate record of the equipment you received and it's condition when you got it. You will be held accountable for the repair or replacement costs for any equipment damaged or lost while checked out to you, including any accessories, cables, manuals and cases.
3. All equipment that you check out must be returned by the due date. It is your responsibility to know the TechCheck schedule and plan accordingly to insure that equipment is returned on time.
4. If you need gear longer than the normal time allowed, either: a) talk to your professor about an extension before you check out the gear or b) bring it back by the due date and check it out again. Extensions of time will not be granted by phone.
5. Equipment checkout privileges will be automatically revoked under the following circumstances:
 - If you are late two times returning equipment during a quarter or are more than seven days late on any given checkout, your privileges will be revoked for the balance of the quarter and possibly year;
 - If after having your checkout privileges revoked and then restored, you are late again in any return, your privileges will be revoked for the remainder of the school year.

Repeated late returns spanning multiple academic quarters may result in your checkout privileges being permanently revoked.

EDP C-cubed Studios Usage Agreement

I agree that I have received a copy of the EDP C-cubed Studios Use Policies statement. I have read and understand the policies and will abide by both the letter and spirit of all the policies stated.

I understand and agree that should I violate of any of these policies or otherwise misuse the equipment or facilities, I may lose my privileges to use the Studios and may in addition be held liable for any costs incurred by the University of Denver to repair any damage or loss.

I understand that the C-cubed Studios and workstations are monitored and that my activity on any of the computer system may be viewed and/or logged at any time.

I understand that any documents I may store on any C-cubed Studios computers are neither private nor secure and may be viewed or deleted by other users at any time. I agree that the University of Denver and the Emergent Digital Practices program will not be responsible for any loss or damage to any documents I so store on any EDP equipment.

I agree that I will have a legal license to use any images, music tracks, videos or any other material I may use or store on any C-cubed Studios workstation.

I agree to be totally responsible for all equipment checked out to me. I will allow no one else to borrow or use the equipment and I agree to return it by the due date and time. I understand the checkout policy and that fines for late returns may be assessed. I will be responsible for the repair or replacement costs for any equipment damaged while checked out to me or for any equipment, accessories, manuals, or other items that are not returned by the date they are due.

All requested information must be complete before privileges will be granted. PLEASE PRINT CLEARLY!

Student Signature

Date Signed

Name (please print)

DU Student ID Number

Telephone Number (required for checkout)

E-Mail Address

Faculty use only below

Faculty Approval (signature & date)

Checkout? _____ yes / no
(circle one for **each** item)

Approving Faculty (circle): Coleman / Depper / Fajardo / McGarrigle / Mehran / Reddell / Russell / Weaver / Other

Course Title: _____

Print name if "other"