

# Use Policies

## Emergent Digital Practices C-cubed Studios

*Please help keep the Studios a pleasant and functional environment for all users by abiding by both the spirit as well as the letter of these policies.  
Violation of these policies may result in the revocation of your Computer Studio privileges.*

1. **ABSOLUTELY NO FOOD OR DRINK IN THE C-CUBED STUDIOS at any time!**
2. **YOU MUST USE YOUR OWN PIONEER ID CARD** to gain entry to the C-cubed Studios (top floor of the Shwayder Art Building). You may not open the top floor doors to anyone else for any reason, ask anyone to do so for you, allow anyone else to use your ID card, nor use anyone else's ID card to gain entry to the C-cubed Studios. **Only authorized users are allowed in any of the C-cubed Studios at any time. Do not bring in your friends or relatives to hang out with you!**
3. You may not prop the top floor doors open at any time.
4. The C-cubed Studios workstations and other equipment may be used **ONLY** for work on assignments or projects for Emergent Digital Practices classes.
5. If you are unfamiliar with the correct and safe operation of any C-cubed Studios equipment, you should seek instruction from a faculty member before attempting to use the equipment. You may be held liable for any loss or damage to the equipment or facilities due to your misuse.
6. You may not copy any software or fonts installed on any C-cubed Studios workstation from that workstation to any other medium, workstation, or server.
7. Do not load any software nor make other modifications to any of the systems without permission from your instructor. All files and software changes will be cleared on a regular basis.
8. Do not move any systems or peripherals or connect or disconnect any equipment (other than external storage devices and cameras that work without requiring driver installation) without prior authorization from an EDP faculty member.
9. Use of adhesive sprays, spray paints, or other aerosol products in the C-cubed Studios is prohibited. Such products can severely damage electronic equipment.
10. Do not leave your files on any workstation's hard drive. Student files found on the workstation hard drives will be removed.

**IMPORTANT NOTE:** Files left on computers are not backed up nor are they secure from accidental or deliberate alteration or deletion by other users.  
You are **strongly encouraged** to make backup copies of all your files to an external drive or other backup medium.

## 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 Student 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.

***The Emergent Digital Practices program reserves the right to approve or deny equipment usage for “extracurricular” projects that are not a direct aspect of a current course assignment.***

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

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Student Signature

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Date Signed

-----  
Name (please print)

-----  
DU Student ID Number

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Telephone Number (required for checkout)

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E-Mail Address