

Application for Emergent Digital Practices Lab Access Sturm Hall Room 211

The Emergent Digital Practices lab in SH211 is available to all EDP majors and to students currently enrolled in EDP classes. All other use must be pre-approved by the Director of EDP or authorized Mass Communications Staff.

The Midi suite is available by sign-up reservation only. Sign-up sheets are posted on the doors to the suites.

In an effort to provide quality service, the Lab is currently available on a continuous basis. Labs are only available to approved users with active access codes during the hours of operation of the University and Sturm Hall (approximately 6 a.m. to 10 p.m. daily).

Please complete and sign an application to obtain your access code if you have not yet done so. Once your information has been verified and approved, you will receive email confirmation, usually within 5 business days.

Codes can be issued only in person and only during hours established by the EDP office. Please be prepared to present a picture ID in order to obtain your code.

Your code should be treated just as if you were given a physical key, which means: **DON'T GIVE IT TO ANYONE!** For safety and security, never divulge you personal access code!

TERMS and CONDITIONS

1) **I understand and agree that:**

The Lab 211 facilities and equipment may be used for work on projects and assignments for EDP classes or other authorized classes taken in the Media, Film and Journalism Studies and School of Art and Art History departments only. The Lab and equipment are not to be used for class work for non-Art/EDP classes nor for personal projects not directly related to your class work.

2) **ABSOLUTELY NO FOOD OR DRINK IN THE LAB!** Capped bottles and food may be kept in backpacks or briefcases but must remain put away. Otherwise, dispose of your food or drink before entering the Lab or leave it outside.

3) Should any damage or loss of equipment occur in the Lab, users whose codes were used to access the Studio at the time the problem occurred will be investigated.

4) Users are responsible for understanding the correct usage of all equipment in the Lab. Users may be held liable for any loss or damage to the equipment or facilities due to misuse. Users unfamiliar with the correct and safe operation of Lab equipment should seek instruction from a Lab Assistant or Faculty before attempting to use the equipment.

5) Users with access codes are forbidden to give their code to anyone else for any reason and should endeavor to keep their code private. A user may be held responsible for any damage, loss or abuse the Lab suffers due to the use of their code by any unauthorized person.

6) While in the Lab especially for security and safety reasons, **DO NOT** open the door to **ANYONE** for **ANY** reason nor ask anyone to do the same for you. All authorized Lab users will have their own access codes that they must use to gain access. If for some reason a user's code does not work or a user forgets his or her code, the user should contact the EDP Office Assistant. The Lab door should never be propped open.

7) Lab access code holders may use the Lab for which they have been granted an access code at any time other than times as posted outside the Lab for classes and maintenance; access will be denied to all users during these times. The Lab may also be closed at other times as needed to correct problems. Notice will be posted on the Lab door in this event, and the Lab will be reopened as soon as possible.

8) Do not install or uninstall **ANY** software, drivers, extensions, plug-ins, fonts, peripherals, etc. nor add anything to the program launcher without prior authorization from the Systems Support Staff. In addition, you may not install hardware devices without approval with the exception of USB Flash drives.

9) Backup/Save all of your files onto removable media. Create a folder on the Volume designated for student work with your name. **The Departments are not responsible for user data stored on local hard drives.** A machine that requires major maintenance may be reformatted without prior notification. Likewise, if the designated volume becomes full, your folder may be deleted. Please DO NOT store files on any other drive volume or on the desktop. User files found here will be deleted immediately. All user data is generally purged at the end of each quarter. **Be sure to backup any work you wish to save!**

10) Do not attempt to correct technical or facility problems yourself. Unless you are otherwise directed, report any problems to your instructor or the Lab Assistant on duty. If no instructor or assistant is present, email a description of the problem to llcadmin@du.edu. Include the system number, a detailed description of the problem, and the date and time the problem occurred.

11) Please be courteous to other users in the Lab and keep the sound volume low or wear headphones while listening to sound tracks or music. Move cell phone conversations outside of the lab.

12) Keep the Lab neat, dispose of trash properly and utilize the recycle bin for unwanted print jobs. The computers and equipment can be left on for the next user. Please be sure to log off the system when you are done. You will be given the logon information.

13) The Midi lab must be booked separately. Please use the signup sheet provided located on the Midi lab door.

14) Lab users are not to use the facilities of the EDP office Room 216 unless of prior approval by EDP Faculty or Staff. The Assistant's desk area is off limits at all times.

15) Students who are not EDP majors will have access to the lab only during the quarter in which they are enrolled in a EDP course. Codes will be deactivated at the end of the quarter.

16) Students should use only "Virus Free" files when working on the Lab computers.

17) Visitors to the lab are your direct responsibility, need to be informed of the lab rules and must be supervised at all times. Pets are not permitted in the lab at anytime.

18) By signing the attached document you are indicating that you have received and read the EDP-SH211 Computer Lab Rules.

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 _____