Computer Lab Policies and Procedures Manual: Fall 2007

The following policies are to be followed by Students, Faculty, Staff, Alumni and Guests of RMCAD. Failure to follow the Computer Lab Policies and Procedures outlined in this manual may result in fines, disciplinary action, or both.

Computer Labs:

- There are nearly 200 computers on campus for student use. Students are welcome to use the labs with some recommendations and restrictions.
- Library and Resource Center (Tri-Boro): No restrictions (16 Mac Stations)
- Shore Annex (SA102): Recommended for Illustration Majors (10 Mac Stations)
- Rude Garden Level: Recommended for Fine Art Majors (5 Mac Stations)
- Animation Lab (TX002): Recommended for Animation Students (16 Windows Stations)
- Stop Motion Lab (TX003): Recommended for Stop Motion Animation Students (8 Windows Stations)
- Animation Lab (TX004): Recommended for Animation Students (8 Mac Stations)
- Interior Design Lab (TX101): Restricted to Interior Design Majors (16 Windows Stations)
- Interior Design Lab (TX206): Restricted to Interior Design Majors (16 Windows Stations)
- Foundations Lab (TX204): No Restrictions (16 Windows Stations)
- Senior Graphic Design Lab (TX102): Recommended for Senior Graphic Design Students (16 Mac Stations)
- Graphic Design Lab (TX200): Recommended for Graphic Design Majors (16 Mac Stations)
- Graphic Design Lab (TX202): Recommended for Graphic Design Majors (16 Mac Stations)
- Senior CAD lab (TX105): Restricted to Interior Design CAD students (8 Windows Stations)
- Senior CAD lab (TX106): Restricted to Interior Design CAD students (8 Windows Stations)
- If you encounter a class in session, please ask the instructor if you may work on a vacant workstation without disturbing the class. It is

up to the instructor to allow you to work. Please respect the instructor's wishes.
- Personal projects or belongings will be collected from labs at the end of each week and either discarded or placed in "Lost and Found" located at the Front Desk.

TECHBAR

- The TechBar is the primary stop for all digital technical needs. It is located adjacent to the Café on the Garden Level of the Texas Building.
- The TechBar offers many digital devices for check-out. Students must have a Student ID and current sticker and have no late fees from the TechBar.
- By checking out any device, Students assume replacement costs if the device is damaged, lost or stolen.
- Items that are not returned in 15 days incur a full retail replacement charge plus a service fee.
- Fines are $5 dollars a day each day beyond check-in period.
- The TechBar offers 24" wide-format color printing. Please allow 72 hours for all orders. Students may pick up a printing form at the TechBar for details.
- **303.225.8529 or x8529 from any phone on campus**
- techbar@rmcad.edu

Color Accuracy

- RMCAD does not currently support color accuracy for color printing on any of the printers offered on campus. Please take this into account when designing and preparing final projects.

Computer Technical Support

- Lab Techs are scheduled during all school hours. Techs are reachable via the Tech Bar (techbar@rmcad.edu).
- Techs service all areas of campus.
- Techs may also be contacted through the Front Desk.
- Please respect the Techs on duty and utilize their unique skills! They are there to help Students succeed! Look for Students wearing a "Lab Technician" ID badge.

Contracts

- All students must sign a rental release form before they will be able to check out items.

Digital Cameras and Video Cameras

- Digital cameras and video cameras are available for check-out from the Tech Bar.

Email

- Students may access their email at http://www.mail.rmcad.edu
- Students who have issues with email, please see the TechBar

Equipment:

- Computer equipment is to not to be modified.
- Students and Faculty MAY NOT move, unplug or change hardware in any way. This includes but not limited to; Power cables, monitor cables, keyboards, mice, network cables, speakers, scanners, etc.
- Students MAY NOT remove a network cable to plug in a laptop.

Alumni, Family, Friends and co-Workers usage

- Alumni Association members have limited access to computers and printing. Contact the Director of Alumni Services, V.A. Hayman for details. **303.225.8569**
- Family, friends and non-RMCAD co-workers are not authorized to use school equipment or computers.
- It is unlawful for any person not enrolled at RMCAD to use software to create for-profit media of any kind without limitations.
- Visitors and students may be asked to show a valid student ID at any time.

File Sharing:

- Students MAY NOT store copyrighted material on RMCAD's servers or workstations. Examples are audio files (mp3, .wav or aiff), movies and copyrighted images. Students who do share copyrighted material on school equipment may be severely disciplined and may face legal action.
- Students may not use any file sharing software on RMCAD's network using college computers <u>or</u> personal computers. This includes wireless access.

File Storage:

- Personal files stored on the school's server must not exceed 10 GB (Gigabytes) in size. No files are "secure" since this is a public server. Students are encouraged to always make a backup.
- **<u>The Data Server "Nero" is wiped clean of Student data at the end of every term so please plan accordingly.</u>**
- Students who use the "Student Data" Storage on "Nero" are required to use their folder created with their full name. Loose files or folders outside of students' designated folders will be deleted daily.

- Files stored on the school's workstations are purged every Friday, unless by special arrangement. Always keep temporary files in the "Student Work" folder.
- **Remember, always make a backup.**

Fines, Disciplinary Action and Repair/Replacement Costs:

- Students who ignore the policies and procedures stated in this guideline may be subject to fines as great (but not exceeding) $100.00 per offense at the discretion of the disciplinarian.
- Disciplinary actions are also at the discretion of the Dean or disciplinarian.
- Students who damage equipment maliciously or exhibit gross negligence will be responsible for the repair or replacement of damaged equipment. This includes replacement AND a service fee.

Food and Drink

- Food and Drinks are not allowed inside of computer labs.
- Please eat and drink in designated areas on campus. Breakfast, lunch and dinner should not be held in front of a computer. It is unsanitary and can damage equipment.
- Each offense may carry a fine.

Fonts

- Fonts are the property of the college. Do not copy fonts. Do not add fonts from home to a RMCAD workstation.

Gaming

- Using school equipment for gaming, online gaming and questionable entertainment use is strictly prohibited.
- Exceptions may include curriculum based game design classes.

Hacking

- Do not attempt to hack into secure areas of RMCAD's information network. When caught, Students will face immediate disciplinary and legal action. **Period.**

Laptops

- Student or Faculty laptops must include current antivirus software and/or current security software updates to access RMCAD's information network.
- Student and Faculty laptops MAY NOT have any file sharing software of any kind installed without exceptions.
- Laptops may be used in labs, but not at computer workstations during class-time.

- Students may not use equipment or cables from a workstation for their laptops.
- The TechBar can answer questions regarding proper laptop etiquette.
- RMCAD is not responsible for the theft, loss or damage to personal equipment. Do not leave laptops unattended.

Library

- If Students check out books from the library and do not return them, Students will be unable to utilize the Techbar services. Please return books on time.

Tables and Chairs

- Do not remove chairs from labs. Ask the front desk for an extra chair and report it missing.
- Do Not move tables or stand on tables/chairs.

Printing

- Students are allowed a $20 dollar credit per semester toward printing.
- Printing allotments DO NOT carry over to the next semester.
- Students are required to enter a username and password to print. This will be the same username and password as email access.
- Certain printers are department specific and carry large fines for accidental and/or intentional usage. All restricted printers are clearly marked.
- At the end of the term printing gets very heavy and Murphy's Law takes effect. Do not rely on the school's printers for final projects!
- The College CAN NOT guarantee round-the-clock printing. Always allow time to use a service bureau like Kinko's as a backup for final output.

Pornography and Offensive Content

- Viewing content deemed offensive and which falls under Federal law as harassing to others is not tolerated at RMCAD.
- Students disregarding this rule will be asked to leave the labs and will face disciplinary action.

Security and Surveillance:

- Computer Labs and key areas of campus are under monitored and recorded surveillance.

Software

- Some software is off-limits. This includes Animation Software and AutoCAD software. These are enrollment-based applications which become available upon a student taking and completing the necessary classes. Please see your advisor for details.
- Installing software OF ANY KIND is strictly prohibited as is un-installing existing software. Disciplinary action is a mandatory result in breaking this rule. This rule also applies to all employees.
- Software, hardware or equipment theft is enforced by RMCAD, the Jefferson County Sheriff's Department and the Lakewood Police Department.

Sound Recording Studio and Turn-Key Stage

- The sound recording studio and Turn-Key Stage are reserved for scheduled classes.
- Students who wish to use the either location outside of scheduled classes, must complete the TechBar's training requirements.
- The Sound Studio MAY NOT be used during Animation's scheduled class time.
- All recording equipment must be checked out via the TechBar.

Student Handbook

- Students are expected to read and understand the student handbook. "I didn't know" is not an acceptable answer.

Wireless Internet/Network

- The entire campus is wired for WiFi or Wireless Access.
- Students and Faculty who own a laptop, see the Techbar to get configured up to access our network.

Contacts

- Primary Technology Contact: TechBar, Garden Level of the Texas Building, techbar@rmcad.edu 303-225-8529
- Technology Administrator: John Melton, Campus Technology Coordinator, jmelton@rmcad.edu 303-225-8559