
Art+Design Computing - Procedures, Policies and Guidelines

Art+Design provides educational resources consisting of laboratories, classrooms, presentation rooms, studios and equipment. Computer laboratories are 308, 312, 336A, 336B and 336E; 336D has laser printers, scanners and special workstations. The 336 main entrance area has inkjet printers and unreserved computers. Room 311 is the 3-D Output Laboratory. 327 is the Web Kiosk. Room 318 is the Checkout Window and is the place to go to get equipment and make reservations

Procedures

Semester Pass

A **Classroom Semester Pass** is required for all students enrolled in courses using Art+Design computer laboratories.

An optional **Independent Semester Pass** is available when prerequisite is satisfied. Go to <www.art.uiuc.edu/a+d/places/facilities/computing/> to request independent computer access.

The laboratories are an entity of the School of Art+Design and are not considered a CITES or free site. However, Art+Design students may go to 327 Web Kiosk for free, limited web access.

Lab open hours, charges and information about your computer account and the Art+Design laboratories is available at <www.art.uiuc.edu/a+d/places/facilities/computing/>

Your university student account will be charged for the Semester Pass. This gives you access to the computer labs and other resources and equipment.

Each user will be issued a personal account. **You may not use another person's login, account or i-Card and you can't let anyone borrow or use your personal account.**

Giving your login to someone else or allowing another student to use your account is strictly forbidden and could cause you to lose your computer privileges.

The University's *Policy on Appropriate Use of Computers and Networks Systems* is enforced at the Art+Design labs (go to - <http://www.admin.uiuc.edu/cam/CAM/viii/viii-1.1.html>).

Regular computer accounts expire on the last day that the labs are open. You must open a new account every semester if you want to use computers.

Entering and Using Laboratories

Only registered users are allowed to enter the Art+Design computer labs and other studio spaces. ALL USERS MUST REGISTER AT THE DOOR LOCK EACH ENTRY.

YOU ARE NOT ALLOWED TO BRING GUESTS OR VISITORS INTO THE LABS. Permission for visitors must be granted in advance (talk to staff in room 314).

Each time, every person entering the labs must swipe his/her University i-Card in the lock system at the entrance to room 308, 312 and 336.

You must always have your i-Card with you in the labs (when you leave, you'll need it to get back in)- assistants may ask to see your i-Card any time you are in the laboratories.

Enter and exit only through designated doors. An alarm is activated, if the Emergency Exit Doors are opened.

You should BEGIN TO LEAVE THE LABS FIFTEEN MINUTES PRIOR TO CLOSING (your i-Card stops opening doors ten minutes before closing time).

YOU MUST EXIT BY CLOSING TIME, please do not get in the habit of waiting until the last minute to save and print (assistants are not paid to wait for you).

Please comply with the requests of the lab assistants and staff, especially at closing time and during emergencies (severe weather, power outage, fire alarm, etc.).

During Open Hours, there may not always be an assistant stationed at the HelpDesk in room 336. You should go to 318 Checkout Window with your questions to relay for assistance.

Special workstations (like scanners or video) are limited to those specific tasks and you will be asked to give up a workstation, if you are not using the special station for its intended purpose.

You may only use one computer/workstation at a time. When at your computer, you will need to log in to get to your personal account.

When the labs become crowded, time limits and 'waiting lists' may be used. The time limit on workstations is two hours, special workstations for printers or scanners have a one hour limit.

Always log out before you leave the labs to prevent others from using your account. For safety and security purposes, activities within the labs are monitored.

Checkout Window and Other Resources

318 Checkout Window houses a variety of equipment and resources that are available to registered users. Ask an assistant for more information about what is available to you.

You must present your i-Card for all transactions at the Checkout Window.

Open Hours will be posted and usually the window is open as advertised, but there may be times when the Checkout Window must close.

These "closed" times may be caused by the attendant assisting in other areas of the labs - you should take note of the posted open hours and plan your requests and returns accordingly.

Please be aware you are responsible for any item you borrow or use in the Art+Design laboratories. The University of Illinois does not carry equipment insurance.

You will be assessed a late charge for items not returned on time and you can be charged replacement value for broken, lost or non-returned items.

Equipment loan durations and return times vary according to the item - it is your responsibility to know when items are due.

Occasionally, equipment, resources or services may need to be limited due to shortages or increased demand for use. Signs will be posted to inform you.

Know your equipment or system well before proceeding. If you are in doubt about any function or procedure, please ask for assistance before continuing.

Lab personnel will answer your technical questions to the best of his or her ability or may refer you to your instructor, a staff member or other informational sources, but the

School of Art+Design, staff and assistants cannot be held responsible for the consequences or the outcome of suggested solutions to questions or problems.

If you encounter a problem, have other concerns or special needs, please consult first with your instructor or a lab assistant for possible solutions.

You can also use the online Art+Design Forums to report problems and to submit feedback < www-s.art.uiuc.edu/labs/forum/>

Policies and Guidelines

Failure to comply with any policy may result in the loss of your computer access privileges.

Open hours and notices are posted on Art+Design laboratories bulletin board near 318 Checkout Window. Watch for special alerts that could affect your use of equipment, rooms or resources. At times (see posted schedule), rooms, studios and resources may be reserved only for members of a specific Class/Section. Other students should not interrupt classes during reserved times. All workstations are available on a "first-come is first-served" basis, except times when rooms and workstations are reserved for classes or special posted events.

Only approved A+D lab signs will be posted in the labs - no other notices or artistic displays will be allowed inside the rooms - all others will be removed.

Activities in the laboratories are monitored for your security and safety.

The Art+Design laboratories are not responsible for loss of a user's data nor for damage to personal media or materials for any reason.

You are solely responsible for safe guarding copies of your files by copying data to alternate personal media (USB Key, CD, DVD, portable hard drive).

The School of Art+Design cannot be held responsible for lost time or the unavailability of malfunctioning equipment (computers, servers, printers, peripherals, etc.).

Do not use workstation drives for long term storing of your personal data. The server storage space is for class interaction and for transporting data from one location to another.

Software and applications residing on the computers are the only programs available for use in the Art+Design laboratories.

You are prevented from downloading software to laboratory workstations.

All copyrighted or licensed software not owned by the School of Art+Design found on any A+D server space, resource or workstation will be immediately deleted.

Duplicating or copying licensed software (including fonts) and program materials from Art+Design computers or servers is strictly forbidden.

YOU CANNOT BRING VISITORS or guests into the labs or studios and YOU SHOULD NOT HOLD THE ENTRANCE DOOR OPEN FOR OTHERS when entering the labs.

NEVER PROP OPEN A DOOR TO ANY CARD ACCESSED FACILITY - failure to comply with access policies may result in the loss of your computer privileges.

YOU SHOULD BEGIN TO EXIT LABS FIFTEEN MINUTES PRIOR TO CLOSING, your iCard stops opening doors ten minutes before closing time.

FOOD AND DRINKS ARE NOT ALLOWED in the computer labs at any time by anyone.

As a registered user, a personal login based on your Network ID has been issued for your exclusive use. Art+Design uses the University's Active Directory to authenticate registered users.

Protect your personal computer account by logging out of your workstation each time you leave the computer laboratories.

YOU MAY NOT USE ANOTHER PERSON'S LOGIN AND YOU CANNOT AUTHORIZE ANYONE TO USE YOUR i-Card, LOGIN, ACCOUNT OR PRINT BALANCE.

Art+Design labs cannot be held responsible for unauthorized use of an account when a user fails to properly log out of a workstation.

Users should never attempt to move, add, repair or borrow equipment, change cabling or alter any A+D configurations or workstation setup.

It is recommended that you do not compute from the server or certain kinds of external media because it may cause problems during your work session, especially when printing.

Ask your instructor or a lab assistant for guidance about the best practices and procedures for working in Art+Design's computing environment.

The labs are considered a quiet work area. You should use personal headphones for all audio and sound work.

Cell phones should not be used in the labs, please turn off ringtones and take all your calls outside of the laboratory to avoid disturbing others.

Students may not use lab assistants' or Checkout Window telephones; the phones are for Art+Design business only.

Please keep personal possessions at workstations to a minimum. You can store your things in a locker: please register your locker in room 144 Art+Design Building.

Do not cut on unprotected table surfaces. You can borrow cutting boards and mat cutters at the Checkout Window. You can spray adhesives in the Spray Booth 311A.

Credit must be purchased to use the lab's printers and students must re-establish computer lab access each semester to use print accounts.

You can check on your print account balance by logging on to the Art+Design website <<http://www.art.uiuc.edu/a+d/places/facilities/computing/>>

Print account balances do not expire until the user is removed from the University system, upon graduation or leave.

The School of Art+Design does not allow manual feeds on most printers. **Always ask first about which materials are safe to feed through the printers.**

Tell the lab assistant or your instructor about any suspected equipment problems - this is the best way to keep the laboratories operating smoothly for everyone.

If you believe you have been incorrectly charged for a print job or are having trouble printing, you should immediately consult with a lab assistant.

Refunds can be issued for physically damaged output (eligible examples: scraped surfaces, depleted ink or toner cartridges, tears, paper imperfections).

However, print problems caused by software or user errors are not eligible for credit

(examples NOT eligible for credit: print doesn't look like screen, graphics or web data not printing, bad or missing fonts, extra or blank pages).

Lab assistants cannot issue credit or intercede for adjustments to accounts - go to room 314 and talk to the technical staff.

Users should save all print output believed to be in error or to be returned for credit. Adjustments will be at the discretion of the Art+Design staff.

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