STUDENT USE CONTRACT: CVPA Media Lab

No food/no drink allowed in labs, even if in closed containers. Do not put food/drink on lab tables, workstations or floors. Anyone eating or drinking in the lab will lose lab privileges.

Cell phones are to be turned off, no cell phone or text messaging allowed. No walking thru labs while chatting on cell phone. Anyone using a cell phone in the lab will lose lab privileges.

Using the card swipe system, all students must sign in and out of the lab, even when in class or be denied entry.

The lab runs much like a library or monastery, quiet is to be maintained at all times. Anyone disrupting the lab experience will lose lab privileges.

There is a charge for color prints. Payment is via MassPass card ONLY. No cash and no credit cards accepted. Please do not wait until an hour or a few minutes before class deadline to print. Also, printers can and will break down at the worst possible moment, so factor this into your print plan.

While class is actively in session, students are not to cruise the web, instant message or work on personal email. No student may photograph students or faculty and/or upload to websites of any kind without permission.

No framing, cutting, gluing, taping, matting, spray adhesives are allowed in or near the labs; including the media lab, hallway floor, atrium, walls and on table near the lab.

While class is not in session, headphones will be used when listening to sound files, movies, and music. Volume control on iPods and headphones must be set for private listening, only. Those with music playing so loudly that others can hear will be asked to lower the volume or to leave the labs.

Charcoal, ink and/or paint must be washed off hands before using lab keyboards. Soap and paper towels are near the sink in room 258. Clean up after use of erasers, don’t leave a mess.

The break table in the hallway is set up as a convenience for all - if left messy it can be taken away so please clean up after you eat and drink. Paper towels and cleaners are near sink in room 258.

Scanning stations are to be used while you are actively scanning. When finished with your scanning, please move to another computer, thus freeing the scanner for others.

Please do not put your feet on chairs. You must supply your own camera and cables. Headphones are at front desk while supplies last. The lab cannot supply office supplies to students.

Files and folders left behind on computer desktops will be placed in computer trash and deleted.

Plan your work and perform file backup so that the lab employees can close the labs on time.

Rendering must not be started before 10:45 the night before a school day and attended to first thing on a weekday so that 9am classes can use computers. On weekends, rendering is allowed day and night.

Students are to show lab employees the same respect and courtesy as shown to all university employees. Any student causing disruption or breaking lab rules will be asked to leave and, if necessary, campus police will be called.

Since there is no food or drink allowed in labs, do NOT throw food or drink trash in lab wastebaskets. Do not throw crumpled paper or paper with staples into blue paper only recycling bins.

No fonts, programs, mp3/mp4 music collections may be uploaded/stored inside student storage folders on the CITS hosted servers (cifs/netwin).

By signing the below, I agree to the above rules, policies and terms of lab use.

PRINT NAME: ________________________   SIGN NAME: ________________________