

## **COA MEDIA LAB USER AGREEMENT**

Media Lab Academic Coordinator: Dru Colbert  
Media Lab Technical Coordinator: Jarly Bobadilla

**Welcome to the Media Lab!** This agreement is for students enrolled in courses that use the lab AND for those students who have paid a prescribed fee for lab privileges through the Media Lab Technical Coordinator and the Business Office. The prerequisite for lab use by students not enrolled in MEDIA LAB courses is at least one prior course that covered basic use of the Macintosh computer, or, upon demonstrated knowledge of the Macintosh computer and basic desktop functions and special permission of the Media Lab Academic Coordinator. Instructions on use of the equipment, beyond orientation instruction, and instruction in software usage is not covered in the lab fee. Users not enrolled in current courses that use the lab and its equipment should not expect tutorials from lab monitors, Computer Services or the Academic Coordinator.

If you are taking a course that requires the use of the Media Lab and hardware/software therein or have paid for its use, you must read and sign this agreement. With the payment of the ascribed fee for lab use, this agreement gives the user certain privileges in the Media Lab, as outlined below, under the stipulation that they adhere to the following guidelines listed under Academic Integrity and Media Lab Protocol and Etiquette.

### **ACADEMIC INTEGRITY:**

The following forms of lack of academic integrity will result in referral to the student's advisor and possible suspension of computer laboratory privileges: abuse of lab protocol and etiquette (see below); abuse of equipment, lack of respect demonstrated towards other students or their work, disruptive behavior in class, lack of cleanliness in computer lab, use of another student's work for your critique, installation of unapproved software on lab computer systems, refusal to follow computer lab procedures, changing hardware configuration without permission, changing software configuration without permission, and dominating a workstation for an unduly long amount of time. On their own initiative, through consultation with the school librarians, or through information available on the web, students must become familiar with copyright laws for appropriating artwork, images, and text, and adhere by those guidelines.

### **PROTOCOL AND ETIQUETTE**

- **NO FILES SHOULD BE STORED ON THE DESKTOPS:** Each lab user may store their files in a designated folder on ONE hard drive of a computer in the lab. If these files are a reasonable size, they may remain for the duration of one term only. A WEEK AFTER THE END OF EACH TERM, ALL USER FILES WILL BE DELETED: Computer Services and the MEDIA LAB Technical Coordinator will not be responsible for loss or corruption of files due to equipment failure. It is the personal responsibility of lab users to back up their files onto removable storage media on a regular basis.
- Manuals, materials, and books are for MEDIA LAB use only. Do NOT remove them from the lab.
- DO NOT MOVE PRINTERS AND SCANNERS
- If you unplug a printer or scanner to plug in another peripheral device - replace it when you are finished!
- Each student will leave each workstation in clean condition and neat order. If you leave papers or any other clutter at your workstation after your session do not expect to find it upon your return. It is the user's responsibility to keep their workstation and surrounding communal areas clean and. Log out of your computer before you leave a work session. If you take a

- break for longer than 15 minutes, log off, and log back on upon return.
- The last person to leave a work session is responsible for turning off all lights and ensuring that the door is closed and locked.
  - Food is not permitted in the MEDIA LAB, however drinks are if the user demonstrates great care. Drinks should not be placed near electronic equipment, other students work, or paper and board supplies.
  - Toxic adhesives and sprays are **not** permitted in the MEDIA LAB.
  - Do not share the MEDIA LAB door code or your log-in password with anyone else. Students who pay a lab fee or are registered in a course using the lab may access the computers. Students will not access the electronic material of other students without permission.
  - Unsupported and unlicensed programs and utilities should not be placed on COA drives.
  - Students enrolled in courses in the MEDIA LAB will have specific software programs for class use fore grounded on the desktop. The student may use the other programs available on the hard drive, but class time will not be spent covering their use.
  - MEDIA LAB SCHEDULE: Please refer to the Media Lab Calendar when planning to schedule a time in the lab. Do not expect to use the Media Lab during a time that is scheduled to be used by Media Lab courses unless you are enrolled in the course. A workstation signup sheet is located in the lab.
  - PRINTING POLICY: Students enrolled in courses in the MEDIA LAB will have print paper made available to them through their course lab fee. It is the responsibility of independent lab users to schedule print jobs at least 2 business days in advance, pay for any printing and provide their own paper for printing. **All requests for Graphics printing should be sent to [helpdesk@coa.edu](mailto:helpdesk@coa.edu).** Graphics lab print pricing can be found in the Media Lab Handbook. Color laser prints may be made in the library at a less expensive rate than in the media lab.

I understand that my lab privileges may be limited or revoked if I do not adhere to all guidelines stipulated above.

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Lab user print name and sign and date upon review of agreement

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Media Lab Academic or Technical Coordinator sign and date upon approval

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Independent User - Business Office sign and date upon payment of \$50 Independent User Lab Fee (222-43500-011)

*MEDIA LAB Academic or Technical Coordinator sign and date upon approval Business Office sign and date upon payment of Independent User lab fee NOTE to the Business Office- 2018/19 Independent user fee - \$50.00*