

University Theater – CAD Lab

Student NAME (print): _____

Student ID: _____

Phone: _____

Email: _____

Policy Statement:

The Theatre & Drama Department Computer Lab (CAD Lab) is an educational facility provided for use by the students and faculty/staff of the Theatre Department for creating classroom projects and University Theatre production work. Use of the facility for office or commercial (e.g. non-university production work) purposes is expressly prohibited and will result in the loss of access privileges.

Access Privileges:

All Theater students and faculty and all students currently enrolled in a class in the CAD Lab, or officially assigned to UT production positions are eligible for access. Contract forms are available from the UT Production Manager. After completing the contract, users will be granted an account allowing them access to the lab for that semester. The contract must be renewed annually (or on a semester-by-semester) basis depending on need. Students caught sharing their username and password with others will have their account suspended.

Backup:

Students will have a folder created on the server (Shakespeare). Only use this folder to save work. All work should be backed up on a student-provided thumb drive or external hard drive.

Software: The CAD Lab will only support software and fonts that are directly registered to the Lab. No other software applications of any kind will be allowed on the computers at any time.

System Management: The System is configured to support the hardware and software authorized for the CAD Lab. At no time may the System be changed, altered or augmented, except as authorized by the UT Production Manager.

Hardware: The hardware available to LAB users is in a permanent

configuration. At no time may a user change the network configuration, by removing, altering, or adding equipment.

Printing: Please make only one copy of any document. If you need photo quality you must provide your own paper. Print in black and white when possible. Drawing check copies should be done at a reduced scale and B&W only; use the laser printer whenever possible. Note that Plotter paper is ordered once a year; use it efficiently.

Problems: If you are having a problem, talk to David Stewart, UT Production Manager. Do not try to fix it yourself without permission.

Classes: Never disturb a class in progress even if there is an empty station. Don't even ask.

Cleaning: The lab is not a personal storage area. Unapproved items left for more than 48 hours will be thrown out (this includes non-current UT production models). Cleaning the CAD Lab is the responsibility of all users. Periodic checks by the UT Production Manager will occur. If the CAD Lab is found in a constant state of chaos, fees will be increased.

Additional items to note:

- **Your log in:** Your username matches that issued by UW.
- **New accounts:** Your password is currently *password* in lower case. Once you sign in the first time, you will be prompted to enter in a new password. Keep in mind that your new password must be six characters in length.
- Once logged on, you can find the lab share folder by clicking on start, then My Computer. You should see your folder. Save your documents here, not in the My Documents folder.
- Your workstation will log off if idle for more than 15 minutes.
- Five failed attempts at logging in will result in your account being locked out until 12 hours have passed.
- When surfing the net, please keep your surfing to reputable sights. Viewing of inappropriate sites or improper downloads will result in your account being disabled.
- Any attempt to hack into either the server or another person's folders will result in your account being disabled.
- Audit logs are in place to monitor the server and log on attempts and failures.
- The CADLab will shut down once a month for routine maintenance.

Network shares: (not sure what this means??)

- Finals0809
- Any class you might be in

Please leave all food and drink outside of the lab.

Fees:

- \$60 per semester (MFA students)
- \$30 per class
- \$75 for thesis class (one-time charge for 3rd-year students)

Access to the Computer Lab is a privilege that will be revoked without appeal if it is abused.

I have read and agree to all of the above.

Signature:

Date: