Qualifying for and obtaining GG Workstation Lab computer privileges.

All Geology and Geophysics (GG) students and staff may use the GG Computer Labs in POST 614 and 733, but to do so, each individual must first be issued a user account number. To receive a user account number you must read and be familiar with the GG computer lab policies and sign the Geology and Geophysics Computer Lab User Agreement. When completed fully and signed, turn in the GG User Agreement to the GG Department Secretary in POST Building room 701. Students must also have their instructor or advisor sign the agreement form.

Use of the GG Department's Computer Labs are restricted to the following GG User Categories, designed in consideration of resource and security constraints:

- GG faculty and staff
- GG MS graduate students
- GG Ph.D. graduate students
- Students taking GG graduate courses
- Students taking GG undergraduate courses where required by the professor
- GG visiting colleagues, or visiting students with a faculty sponsor
- Students carrying out directed research under a GG faculty member's supervision.
- Others by permission of the Department Chair

*Incomplete or unsigned forms will not be processed for GG computing privileges* (you will need to submit another application if you still wish to apply for a GG computer account or use of GG computer facilities).

GG computer facilities accounts for everyone except faculty and staff are assigned with a termination date. GG undergraduate and graduate student accounts terminate on their expected graduation date, although these accounts can be extended for a specified period with the approval of the student's advisor. For others, the termination date is the end of the Spring Semester. *Accounts can be terminated prior to the assigned date if the user violates GG computing policy or if they no longer fall into one of the GG user categories.*
General GG Computer Usage Policies

The following policies apply to GG computer use regardless of whether you are working from home, an on-campus computer lab, or in the GG Workstation Lab.

Your account may be used for your class assignments, other computing related to your education in GG (including email and other communications), and research work supervised by a GG faculty member. It is very important not to misuse this privilege. These facilities are available only for education and research activities in the GG Department. Any personal, commercial, or inappropriate use not related to the education and research activities in GG Department is not permitted.

NOTE: You are also bound by the same Computer Account Policies as applicable to UH-system computer accounts and access. Be sure to read both the Interim Policy for Responsible Computing and Network Access and the Student Conduct Code.

• Be considerate of others and do not interfere with their work or offend them in any way.

   If you are inconsiderate or offensive to others, they may return the favor. In addition, we may revoke your account for gross violations.

• Use CPU cycles, printers, and disk space efficiently.

   If you use excessive amounts of these resources, then you help set a precedent of wastefulness for others. This will eventually backfire on you, and resources will not be available when you need them due to someone else's wastefulness. In addition, we may revoke your account for gross violations.

• Never let anyone else use your account or door access code.

   They may misuse it intentionally or unintentionally, and you will be held responsible.

• Limit your disk usage to 10 MB and keep all your work in one folder with your name on it, and only keep your personal folder in the "Users Folder."

   Higher allocations may be provided with a note from your GG faculty advisor.

Misuse of the facilities may result in the loss of your privilege to use them, or in flagrant cases, other disciplinary action.
Workstation Lab Policies

POST 733 is the location of the general PC GG Workstation Laboratory. It is a room containing Dual boot PC workstations (windows and linux) and printers. POST 614 houses PC workstations and various peripherals. These facilities can and should be a pleasant, productive environment for all of us. Over time and through harsh experience, we have learned that the following explicit guidelines on appropriate behavior in the Workstation Labs are necessary to maintain the physical and intellectual attractiveness of these facilities.

Policy: No food or drink.

Problems: Food and drink sometimes spill, damaging equipment. Food and drink odors can be distracting to other computer lab users. Dirty workspaces attract insects.

Solution: Go outside to eat or drink.

Policy: No audible "music".

Problems: Distraction to other users.

Solution: Wear earphones, or simply listen to your music elsewhere. Keep the sound on your workstation turned down low, so that error beeps and so forth are soft.

Policy: No loud or raucous behavior.

Problem: Sometimes, in the midst of concluding an important "research project", a group will congregate near a workstation to see the "final results", with much joy when the results fit the predictions. Students have complained that the noise, confusion, and crowding have made it difficult for them to work.

Solution: Think of the Workstation Lab as a library. Work together, but work quietly. Respect the desires of others for quiet contemplation. If the monitor asks you to keep it down, thank him or her for reminding you and return to whispered conversation.

Policy: Playing video games and streaming personal video is generally prohibited.

Problem: Students will be waiting for a workstation in order to complete their homework or conduct research and notice that several users are simply playing games. This is extremely frustrating.

Solution: The solution most compatible with everyone's needs is as follows: play games only when no one is being harmed by them. If no one is waiting for a workstation, then it's not a problem. If someone is waiting, then it is a problem.
Policy: Limit "breaks" to 15 minutes.

Problem: Students will be waiting for a workstation, and notice that other students have left their logged in session for long periods (in some cases, several hours). They feel uncomfortable logging the person out, but frustrated by this abuse of the workstation resource.

Solution: Short breaks are reasonable. Keep them under 15 minutes. DO NOT lock the screen on the workstations for more than this amount of time.

If the GG Computer Lab Supervisor or a GG faculty member notices that a workstation has been left unattended for more than 15 minutes, then they can end this session and allow another user to take over the workstation.

Policy: Use GG printers, plotters, etc. for GG work.

Problem: The GG department spends thousands of dollars a year to buy reams and reams of laser printer paper and toner refills. A very high percentage of that paper is almost immediately thrown away. Another significant percentage of that paper is used to print out non-GG related material. Given recent slashes in our departmental operating budget, this means that we have to choose between buying paper and buying new computers and software. Obviously, all of us prefer the latter.

Solution: Use the printers as sparingly as possible. Don't print out hard-copy unless you truly need to have it. Print non-GG material on non-GG printers. Make absolutely certain that you have chosen the correct printer you wish to print from. 

Note: any file sent to the Fiery color printer or the large format plotter on the 8th floor, or to other color printers will be charged directly to the user at per page rates that vary. Check with RCF about costs.

Policy Violations:
The first time you violate any of the aforementioned policies you will receive a warning from the lab monitor or cognizant faculty member. If you repeatedly violate these policies we will be forced to remove your account. Room use is monitored by door code access, so we are aware of who is in the room at what times.

NETWORK ACCOUNTS:

To use GG department workstations you will need a SOEST username and password to login, as well as a UH network account. SOEST accounts are obtained after you have a UH account, using a form that can be obtained from the forms page of the GG website (under resources). The form on the next page is to obtain your GG computer lab access code.
Geology & Geophysics Computer Lab User Agreement, Last modified: 19 March 2015

Purpose

Signing this G&G User Agreement constitutes your agreement to abide by the GG Department's Computer Usage Policies. Please read that document before fully completing this form including getting the required signatures.

A hard-copy of the G&G Department Computer Usage Policies document is available from the G&G Department office (POST 701).

Administrative Information

Name: ________________________________________________

Social Security Number: ________________________________

Student ID: ____________________

Indicate your G&G User Category:

  - G&G Undergraduate Student   Expected Graduation Date (MM/YY): _________
  - G&G MS Student.  Expected Graduation Date (MM/YY): _________
  - G&G Graduate Research Assistant.  Program/Research Group: __________
  - G&G Ph.D. Student.  Expected Graduation Date (MM/YY): _________
  - Student in G&G graduate/undergraduate course.  G&G class: __________
  - G&G Faculty or Staff (circle one)
  - Other (explain: ______________________)

Your current e-mail address (example: foo@hawaii.edu): _________________________

Telephone number: ________________________________

Agreement to abide by departmental computing policies

I have read and agree to follow G&G Department Computer Usage Policies. I understand that if I violate these Computer Policies, I will lose my G&G department account.

Signed: __________________________________ Date: _________________________

Chair/Advisor/Instructor's Signature: ________________________________

For Department Use:

Expires on: ________ Assigned account name: ________________