

Department of Earth Sciences (Dept.)

Computer Usage Policies, Jan. 2019

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Qualifying for and obtaining Dept. workstation Lab computer privileges.

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

Use of the Dept. Computer Labs are restricted to the following Dept. User Categories, designed in consideration of resources and security constraints:

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

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

Dept. computer facilities accounts for everyone, except faculty and staff, are assigned with a termination date. Dept. 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 Dept. computing policy or if they no longer fall into one of the Dept. user categories.

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General Dept. Computer Usage Policies

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

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

- *Please limit your disk usage and keep all your work in one folder with your name on it, and only keep your personal folder in the "Users Folder."*

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 Dept. Workstation Laboratory. It is a room containing Dual boot PC workstations (windows and linux) and a printer, 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 the other users.

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

Policy: No loud or raucous behavior.

Problems: 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.

Problems: 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

Problems: Students will be waiting for a workstation, and notice that other students have left their logged in sessions 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 workstation for more than this amount of time.

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

Policy: Use Dept. printers, plotter, etc. for Dept. work

Problems: The Dept. 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 printout non-Dept. related material. Given recent slashes in our department 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: Most courses will allow you to submit a PDF file. If you must print, please use the printers as sparingly as possible. Don't print out hard-copy unless you truly need to have it. Print non-dept. material on non-Dept. printers. Make absolutely certain that you have chosen the correct printer you wish to print from.

NOTE: any files sent to 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 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/DOOR CODES:

To use Dept. 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 is available in POST 701. Door codes are needed to access the Computer Labs and issued individually to Students, Faculty, Staff and Visitors. Form is also available in POST 701.

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