

UH Geology and Geophysics Computer Usage Policies

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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 Sun, IBM, Macintosh, or PC computers in the GG Department's Computer Labs are restricted to the following GG User Categories:

- 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
- Students carrying out directed research under a GG faculty member's supervision.

These restrictions are not arbitrary, but due to very real resource constraints and security issues. Incomplete or unsigned forms will be discarded and no GG computing privileges granted (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 are assigned with a definite 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 an 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 usage 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, and research work supervised by a faculty member in GG. 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 UHUNIX and University-wide. 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.*

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 Macintosh and PC workstations and printers, Sun workstations and a 36 inch 400 dpi plotter. POST 614 houses Sun, Macintosh and PC workstations and a printer. 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.

Problem: As much as all of us relish the thought of a Big Mac while hacking away at two a.m., eating in the Workstation Lab has been a big problem in the past. Food in the lab leads to dirty or failed equipment, cockroaches, larger animate beings, odors, and a very disagreeable quality of life for everyone using the facilities.

Solution: Go outside and enjoy the natural Hawaiian scenery for a few minutes while you eat. This is better for digestion, and gives your eyes a needed break from the monitor. Plus, you might find that staring at the stars is much more conducive to figuring out that bug than staring at the screen.

Alternative Solutions: The first time you eat or drink in the lab, the lab monitor will politely ask you to stop, and inform the Workstation Lab Director. If you repeatedly eat or drink, the Workstation Lab Director will impolitely remove your account.

Policy: No audible "music".

Problem: As much as some of us relish the sounds of Englebert Humperdink, and enjoy hearing his number one hit from 1976 repeatedly for hours at a time, there are a few others of us that find this to be an effective form of psychological torture. At times in the past, the Workstation Lab has sounded like a video arcade, which is not exactly conducive to research or education.

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.

Alternative Solution: The first time, the lab monitor will ask you politely. Repeated violation will result in your account being removed.

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.

Alternative Solution: Intransigent violators will have their accounts removed.

Policy: Playing video games 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.

Alternative Solution: We could prohibit games altogether, delete binaries, and remove accounts of users violating this policy. However, we prefer not to have things come to this state of affairs.

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. On Macintosh machines this is selected from under the chooser. Be aware and cautious that a previous user of the

machine you are using may have selected a printer that is inappropriate for your particular task.

Note: any file sent to the Fiery color printer on the 8th floor or to other color printers will be charged directly to the user at \$0.75 per page.

NETWORK ACCOUNTS:

To use GG department NT-PC and Unix workstations, you will need a password login and UH network account (Macs at present do not require logins). Your existing account will serve this purpose for Unix workstations; NT workstations will require a new account. The username will be the same in both cases but the password for each is set by you (so its up to you how you configure them). If you intend to use the NT and Unix workstations and do not presently have UH accounts for either or both systems, you must go to ITS (either on-line or in person, <http://www.hawaii.edu/infotech/tools.html>) to set up your own UH account

Geology & Geophysics Computer Lab User Agreement

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 (if different from SSN): _____

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)

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

Telephone number if no e-mail address: _____

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 the G&G Department 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: _____

Last modified: 22 July 2002