

Computer Use Policy for the **Academic Imaging and Media Center** St. Mary's University

The Academic Imaging and Media Center (A.I.M.C.) provides student, faculty and staff access to multimedia computer work stations in addition to support with audio/visual technologies, photography, audio, video production, and graphic services.

The computer resources located within this facility are dedicated to the support of the University community. Users must maintain a valid University ID. The following Computer Use Policy will be used to maintain the quality of the hardware and prevent the loss of staff time and productivity. **All policies stated in the Ethical and Legal Use of Computers at St. Mary's University apply to A.I.M.C. computing equipment in addition to the following:**

Computer User Priority:

1. Scheduled classes and workshops offered by the A. I. M. C. staff.
2. Students working on academic projects that require specific hardware and software.
3. Students working on projects for University departments.
4. Students working on projects for University-recognized student organizations.
5. Faculty and Staff working on academic projects that cannot be completed in the Faculty Instructional Technology Lab.

HOURS: M,T,W,Th. 8:00 am to 8:00 pm. Friday 8:00 am to 5:00 pm. Fall and Spring Semesters.

Procedure for using the A.I.M.C. Computers:

All users must complete work and be off the computers 15 minutes before a scheduled class or a workshop begins or before the lab closes. **No food or drink is allowed in the A.I.M.C.**

Faculty and Staff: Classes and workshops can be scheduled through the A.I.M.C. office, please call 436-3503. They are given on a first come, first served basis. Please try to schedule more than a week in advance. If you would like to use the equipment to develop media, you must check in and show a valid St. Mary's University ID at the front desk before starting to use a computer or other equipment.

Students: If you wish to use a computer you must agree to the following policies. Failure to follow these procedures will result in revocation of your privilege to use the computers.

1. You must meet one of the computer use priorities outlined above.
2. You will be expected to show your valid St. Mary's University ID at the front desk when you sign in.
3. It is possible to reserve computers in advance, keeping in mind that scheduled workshops/classes take priority. Computer maintenance needs may disrupt availability. If you are more than 5 minutes late, you forfeit the reservation.
4. You must check in with the front desk. Based on your needs, you will be assigned a computer.
5. The computers are reset nightly. This will remove all new content. You must save your content using your own media. That may be DVD, CD, Memory Stick or Key, Disc, etc. It is up to you to save your work. Some of these storage materials are available for loan or purchase at cost within the A.I.M.C. The bookstore also sells these supplies.
6. Staff members working within the A.I.M.C. are not responsible for materials left unattended. You must not leave the computer unattended for more than 5 minutes.
7. You are expected to follow the operating instructions to use the software you are working with. If you need help, you may have to schedule time with a staff member so that they can walk you through the software. You should not download other software or change the settings on the computers. Reconfiguring the computer or equipment will result in a \$25.00 charge for the first offense. Any subsequent offenses will result in a loss of privileges.
8. The duplication of copywritten material is not allowed, except as provided by the U.S. Copyright Law's Fair Use Standards. You will be held personally responsible for any violations of copyright law.
9. Sign out at the front desk and report any difficulties you have had so that problems can be handled in a timely fashion.

I, _____, clearly understand and agree to follow the stated Academic Imaging and Media Center policies. I understand that if I do not fulfill the terms of this agreement, my user privileges will be revoked.

(User Signature)

(ID #)

Date: _____

(A.I.M.C. Rep.)

Date: _____