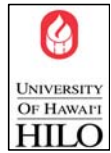


University of Hawai`i at Hilo

SDAL – Instructional Facility Use Policy



The following rules apply to all students who use the Spatial Data Analysis Labs' instructional facility (Kanaka`ole 273). Any exceptions to these rules must be presented in writing and signed by Dr. Sun Park, Dr. Jon Price, Dr. Jene Michaud or Dr. Ken Hon. Please read them carefully and address any questions to Drs. S. Park, J. Price, J. Michaud, or K. Hon.

Restricted Access:

You may not enter the Lab while a course or a workshop is in progress unless you are registered in that course section or workshop.

Access:

With the above exception, any student taking a relevant analysis course, workshop or conducting an approved research project may use the Lab whenever they can get access to it. When not closed for a class or workshop, you are guaranteed access to this Lab from 9 am to 4 pm, Monday through Friday, excluding holidays.

During times that courses and workshops are not in session, priority is given to students doing spatial analysis work for relevant courses or approved research projects. Other educational uses (typing papers, registering for courses, doing "library" research) are allowed, but such users must yield to students, staff, or faculty doing spatial analyses. The lab is not intended for personal uses (email of a non-educational nature, general web surfing, computer games, etc).

If the door is locked during standard lab hours you may go to the College of Business and Economics Office (Kanaka`ole 270) and someone will open it for you. If you are in the Lab before closing you may remain there as late as 10 pm. Please note that access outside regular class hours is a privilege, not a right, and is revocable at any time.

Laboratory Security:

The Lab contains valuable materials and access to even more valuable data and software. If these materials (physical or intellectual) are stolen or corrupted, your educational experience in this classroom will be jeopardized. For your own benefit you must take some simple safety precautions:

1. If you are the last person to leave the Lab you must close all of the windows, the blinds and close the door. The door will lock by itself. If this policy is not voluntarily met, the Lab will be locked at 4 pm on weekdays with no evening access.
2. **No food or drink is allowed in the Lab** (*this includes the back counter sink*). You may eat/drink in the break-room (Kanaka`ole 274) next to the lab. If you violate this rule, you will forfeit your lab privileges for the semester.
3. The Lab is for spatial analysis students. Do not allow friends, relatives, or pets to use the facility. If you see someone using the Lab who is not enrolled in a relevant course(s) or is not an approved researcher, feel free to ask him or her to leave. If they do not leave, contact a Geography/Geology faculty member and they will be removed.
4. Any computer left unattended for more than 10 minutes will be logged off and the remaining portable storage system (e.g. floppy, jump drives, or CD/DVD-ROM) will be placed in Lost and Found. If you plan on leaving your computer unattended, please leave a note on the workstation indicating the time you left the machine and your intention to return.
5. You must completely log off your machine when you are finished in the Lab. If you do not you will expose your own work and the department to the potential of computer damage.

6. Users of the all Spatial Data Analysis Labs are to be considerate of other Lab users who need to concentrate on their work. Do not play music (unless you use a headset), shout or engage in loud conversation when in any SDAL facility. Cell phone conversation in the any SDAL facility is prohibited. Please turn cell phones off or set it on vibrate mode.
7. Please treat computer equipment with respect - it is there for your benefit. Don't run your own software on the lab computers or load software on to the computers' hard discs unless you have explicit permission to do so. Don't delete, disable or tamper with any software installed in the computer. Do not install or remove any hardware.
8. **You**, not the University, **are ultimately responsible for the security of your data**. If you hold important data on the computer, save your file on frequent intervals. Also, back-up your data on an external device (CD-ROM, Jump-Drive, etc.). There is no systematic back-up of your data.
9. It's **your** responsibility to keep your username secure. **Never** allow anyone else access to it.
10. Don't copy any software without permission. You should assume the software is copyrighted.
11. Any propitiatory imagery used as instructional material may not be copied without a signed EULA.
12. Clean up your workspace when finished. If you use an eraser please sweep up your crumbs.
13. Scan all removable disks for viruses before use.
14. Please note that your account will be disabled and deleted at the end of the semester.

CUT HERE, KEEP TOP PORTION & GIVE BOTTOM PORTION TO YOUR INSTRUCTOR. YOUR ACCOUNT INFORMATION WILL BE EMAILED TO YOUR INSTRUCTOR.

I have read, understand and agree to the above terms and conditions as stated in the SDAL - Instructional Facility Use Policy. I understand that I should keep the top portion of this policy for future reference.

Name: _____ (please print)

E-mail address: _____

Department: _____

Course Name & Number: _____ Professor Initials: _____

Signature: _____ Date: _____

Internal Use Only

GIS-LABS login: _____ (case sensitive)

Password: _____ (case sensitive)

Creation Date: _____

Email Notice: _____
