

Lab Policies for the GIS Labs – Revised 11-06-2006

GIS Labs: The Department of Earth and Atmospheric Sciences currently has two facilities for GIS Labs in the Science Building: SI 230 and SI 118. They are discipline-specific labs that are restricted to students enrolled in EAS courses that use the labs.

Use of GIS Lab Facilities during Scheduled Class Time: GIS Lab facilities are first and foremost for the purpose of class instruction. Students may **not** use the GIS Lab when classes are in session unless they are registered for the class, unless they receive **express permission** from the instructor. Students should not assume that if permission is granted for one day that it will be granted for another day! Nor should they assume that because one instructor allows them to use the Lab that another instructor should allow them permission. Students must comply with all security and behavior requirements in order to use GIS Lab facilities outside of class time. Failure to comply will result in loss of privileges to use the Lab during class time, or other disciplinary measures.

Use of GIS Lab Facilities In-between Scheduled Class Time: The SI 230 GIS Lab provides student some open access lab time when classes are not in session in order for students to work on GIS projects and assignments, and for GIS Club meetings. Be prepared to leave the GIS Lab ten minutes prior to the start of a GIS class, to avoid conflict with class use of the Lab. Students must comply with all security and behavior requirements in order to use GIS Lab facilities outside of class time. Failure to comply will result in loss of privileges to use the Lab outside class time, or other disciplinary measures.

SECURITY REQUIREMENTS

Room Security: GIS labs are under the supervision of the EAS Department including the Chair, Administration, Staff, and Faculty, as well as campus security. Students must comply with any use restrictions imposed at any time by the EAS Department or campus security.

GIS Lab rooms are secured with a key-coded door (either a swipe card or numbered keys). Students enrolled in a GIS class will be issued a number key-code for the SI 230 door. The door must remain closed as much as possible for mechanical and security reasons. If the door is partially opened the door level become uneven and it won't lock correctly. During classes the door can be opened. **MAKE SURE DOORS ARE CLOSED WHEN YOU LEAVE!**

Lab Hours: Students are allowed to use the lab when classes are not in session during open access times 7 a.m. until 11 p.m. weekdays and Saturdays. After-hours permission may be granted to individual students at the discretion of their instructor and facilities management. Such permission is implemented through a swipe key card for the outside doors to the Science building.

Computer security: Computer use is strictly on a first come first serve basis. Just because you used a specific computer yesterday doesn't mean you have any claims to the same computer today!

Each student will be assigned a unique login and password. Please make sure to login each time you use the computer and logout when you are done to prevent security problems.

NEVER USE ANOTHER STUDENT'S ACCOUNT! If you sit down at a computer that is currently in use (is logged in by another user) simply select another computer. If you believe the user forgot to logout please check with other students in the room or the EAS department or instructors as to the computer use. **IF YOU ARE CERTAIN THAT THE COMPUTER IS NOT IN USE MAY YOU LOGOUT THE EXISTING USER AND LOGIN AS YOURSELF.**

DON'T LEAVE A COMPUTER UNATTENDED! If you must step out for a minute while a process is running, or if you are using another computer while a process is running, please put a note on the unattended computer indicating as such. Use of more than one computer simultaneously is only permitted during low use times when there are plenty of surplus computers available.

BEHAVIOR REQUIREMENTS

Behavior: Polite behavior is required at all times within the GIS Labs. Remember we all have work to get done. Your work is **not** more important than anyone else's work.

Noise: Yes you have a lovely voice and the conversation is intriguing. Unfortunately everyone might not agree. People have varied perceptions of appropriate noise levels in order to function effectively. Some folks need absolute quiet to function! Please keep your voices down in the lab!

Cell Phones: Talking on cell phones for any purpose is absolutely prohibited in the lab at all times. Take it outside!

Music: Music is allowed when classes are not in session, as long as the music is kept at a volume amenable to everyone in the room, and all persons in the room want to hear the music. Music can be distracting to some people. Please check with all other persons prior to listening to music or when the room population changes.

Health Issues: Please prevent spreading illness via the keyboard. Only water bottles with a lid are allowed in the labs – no exceptions! Please keep your hands clean and free of food.

COMPUTER OPERATIONS

Where to Obtain Help

Login and Password problems. You must have a webmail account first before you can get a computer account anywhere on campus. Once you establish a webmail account your login matches your webmail login. If you forget your password you may call the IT help desk at 556-8325. Do not call them for software problems.

Software Problems. If you are having software problems contact your instructor or a GIS lab assistant. Check the GIS Lab door for the lab assistant schedule. Check with your instructor for their office hours, email, or phone contact information. You can also call Dr. Stella Todd at 303 556-3144 or come by her office in SI233B to report computer problems.

Student Accounts:

Computer Access: Students will need a login and password to access the GIS Lab computers.

Computer storage space: All students enrolled in a GIS and/or remote sensing class will be provided with a workspace (folder) to store their work on our server under a homegis account. The folder will be labeled with the student's Metro Webmail login name. For example if a student's login name is lastname, then when a student types in H:\ it automatically takes the student to H:\server_name\homegis\lastname

Temporary files: Temporary files are deleted when the student logs out. Don't store any information in temporary files that you wish to save.

Profiles : When you login to the computer your profile (a file) sets parameters in the computer. This file has a location. On some programs (ArcView3.3) the default path to save files is your profile file path. It looks something like this
C:\documen~1\yourname\locals~1\temp. Make sure **you do not save any data to this path**. It is not recoverable. Instead browse to your home folder H: to save your data. If you do not have a home folder contact your instructor.

Zip and USB drives: Zip drives and USB drives provide an alternate storage method, and provide additional file security in the advent that the server fails. The GIS Lab computer support Zip disks that hold up to 250 MB. USB drives come in a variety of sizes that are all supported on our system.

Use of Printer/Plotter: Printer resources are limited. GIS courses pay for the materials through student course fees. A printer and/or plotter are available for students working

on GIS maps and projects only. In order to conserve paper and printer cartridges please reserve the printer for finished products. Printing homework from other classes or printing internet pages must be done from a general campus lab.