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Creative Arts Computer Lab User Contract – Fall 2006-Spring 2007

By using the Creative Arts Computer Lab, you are acknowledging that you have read and agree to abide by the CACL User Agreement.

Access to the lab is on a drop-in, machine-available basis. All Creative Arts majors and any student registered in a Creative Arts class may use the lab.

Lab Monitors will assist you to the best of their ability, but they may not be able to provide primary instruction in software. Refer to manuals and the Help File for most instructions.

No food or drinks, including water bottles, at work stations. Please leave containers outside the lab.

Sign in with the lab monitor, and leave your Student ID card. If checking out a peripheral, leave another form of identification in addition to your Student ID card.

Do not change hardware or software configurations. Ask for help.

Save your work to the Temporary Storage folder on the desktop, or to the Users:Documents folder, but be advised that these folders are erased weekly. If you are unable to transfer your work to an external drive or disk, ask the lab monitor how to upload it to the CACL server space for retrieval later.

The CACL has a zero tolerance policy on inappropriate behavior directed at lab monitors or student users. Students in violation of this policy may be reported to the appropriate campus administrative offices, including the police, and may be barred from the CACL drop-in hours. If you have an issue with any CACL policy, contact the lab manager, Vicki Anderson, 415/338-2466, CA 255a, vickia@sfsu.edu.

Obtain your free SFSU website and email account at:

<http://www.sfsu.edu/online/accounts.htm>.