URBAN PLANNING/SOCIAL WORK DIGITAL LAB USER AGREEMENT

Please print clearly

Name:	Department:
Address:	Home Phone:
City/Zip:	Work Phone:
Email address:	SJSU ID #:
ACCESS CODE (ASSIGNED):	

The digital lab is a valuable resource. In order to maintain and promote the quality of services and resources provided, every user must take responsibility and care for the facility, and protect against misuse or theft of the equipment.

In order to issue you a code to access the facility, you must sign the agreement below and adhere to the guidelines. Although these guidelines may appear strict, they are intended to protect you, your classmates, and our computer resources.

Failure to comply with these rules will result in the loss of access privileges.

1. Your personal safety is important. If there are any problems, concerns, or emergencies, you must contact a program administrator or employee immediately, or call the police if necessary.
2. Having an access code to the digital lab is a privilege, and the lab should only be used for class and academic related purposes.
3. Only students registered in Urban Planning or Social Work programs are allowed in the lab.
4. Personal access codes must not be shared with anyone else.
5. Food and drink is prohibited.
6. Software and hardware maintenance is the responsibility of the network analyst – do not attempt to remove, add or repair any software or hardware. Notify the network analyst or your instructor if there is a problem.
7. Absolutely no inappropriate downloading (software, films, adult cinema, music, etc.)
8. Do not disconnect or rearrange anything.
9. The lab must be kept clean.
10. If you are the last person to leave the lab, make sure to turn off all lights and close the door behind you.
11. All students working in the lab must have a valid student ID and After-hours pass with them at all times.

STUDENT CONTRACT:

I _____ have read this agreement and agree to adhere by all the stated guidelines and
(please print your name)   rules.

_____   _____
Student/User signature   Date

PROFESSOR CONTRACT:

I _____ agree that my student should have a personal code in order to access the digital
(please print your name)   lab to do class work.

_____   _____
Professor Signature   Date

Please turn in the completed and signed form to the urban planning office (WSQ 216A)