



*Computing Guidelines
and
Acceptable Use Policy*

Revised: August 21, 2004

OVERVIEW

This document has been compiled to explain the School of Architecture's (SACD) policies relating to the computer lab, general computing and printing.

It is our hope that the SACD student will benefit the most from the resources at the school if they know what is expected and what is not acceptable. The school is always striving to provide the greatest access to computing tools while maintaining those tools for future semesters.

It is the goal of SACD to replace the lab computers every three years and update software approximately every other year. The computing facilities are a major item in the annual budget as the school has recognized the importance of offering our students the tools needed to perform class related task and more importantly prepare for future employment.

The policies in this document are not designed to restrict student access to or interaction with SACD's computing resources. Instead they are designed to protect the equipment, ensure a consistent computing experience and detail what is and isn't acceptable.

Let's work together to maintain our computers and computer lab.

Table of Contents

Overview **i**

User Accounts **1**
 Username & Password Requirements
 Network Drive
 Account Deactivation
 Account Revocation

Email Address Requirement **2**
 How to get USF email
 How to subscribe to “SACD-NEWS” & “SACD-TALK”

SACD Computer Lab **3**
 General Lab Guidelines
 Food & Drink
 Monitoring
 Hours
 Software Policy
 Computer Automatic Reboots
 NEW Printing & Plotting Policies

Software Licensing **7**

USF Acceptable Use Policy – USF 0-502 **7**

Computer Crimes – Sec. 815, F.S. **8**

Accessing The Internet From The Studios **8**

Computer Lab Support **9**

Future Plans **9**
 Wiring Studios
 Increased Number of Computers in lab
 Color Printer

Computer and Network Access Agreement (sign and return for user account) **10**

SACD USER ACCOUNTS

Starting the Fall semester 2002 all Architecture students will be provided their own domain user account for use in the SACD lab.

Students will sign a University Acceptable User Policy (AUP) prior to issuance of their user account (attached to this packet). Bring the signed AUP and USF ID to the Network Administrator's office to have your Account activated.

Students may not log on to more than one computer at a time **nor may a student log on a friend and allow them to use the student's account; doing so will result in the immediate and permanent revoking of the student's computer account and lab privilege.**

Username & Password Requirements

Student Usernames will be: AR+(first initial of first name)+(last name)

Students will be required to change their password the first time they log on.

Passwords must be 6 characters or more and made up of at least 3 different types of characters. The different type of characters are: CAPITALS, lowercase, numbers and special characters (~!@#\$%^&*()<>.?/";':][{}+_-)

Password Examples: SACDlab1 Toyb0x Rty123@

Passwords must be changed every 6 months; you may not reuse a password. Your password must be unique each time it is changed.

Network Drive

Students will also have their own network drive accessible only by them in which they may store their personal files. The student drive is not backed-up so files stored on the network (Z drive) are susceptible to loss or corruption. It is the student's responsibility to maintain a current back-up copy of all work.

Account Deactivation

Student accounts and network files will be deleted 3 weeks after the beginning of Fall & Spring semesters if the student has not registered for any classes for that semester. Upon returning to SACD the student will need to request a new user account.

Account Revocation

The SACD lab is provided to assist students with their coursework while at USF. **The ability to use the computer lab is a privilege not a right. Students found abusing equipment or violating any rules set forth in this document, which may be amended from time to time, may lose their right to use SACD facilities for the remainder of their enrollment at USF.** The latest version of this document will always be available in the front office during normal business hours as well as being posted in the SACD computer lab. Changes to this document are effective upon posting in the lab and front office. It is the student's responsibility to check the revision date clearly printed on the cover of this document.

EMAIL ADDRESS REQUIREMENTS

Starting the Fall semester 2002 ALL Architecture students will be required to have a USF email address and NetID.

How To Get A USF Email Address

The day after you completed the registration process, an Academic Computing email account was established for you and is waiting to be activated. You can visit the University Network Access (UNA) web site (<https://una.acomp.usf.edu/>) with your USF ID card to activate your USF Email address & NetID.

Your USF email can be accessed via webpage (<https://mailbox.acomp.usf.edu>), like hotmail, or forwarded to your current email address.

How To Subscribe To "SACD-TALK"

The School of Architecture has established 3 Listservs "SACD-TALK", "SACD-NEWS" and "SACD-COMPUTING" that will act as the official means of announcements, reminders, class cancellations, room changes, school closures, etc. The school will no longer post flyers around the building reminding students of upcoming deadlines or special events.

It is the responsibility of each student to sign-up for the "SACD-TALK" (which will also enroll the student in "SACD-NEWS" & "SACD-COMPUTING") listserv at the following address:

<http://listserv.admin.usf.edu/listserv/wa.exe?SUBED1=sacd-talk&A=1>

Announcements posted to the “SACD-TALK”, “SACD-NEWS” or “SACD-COMPUTING” listservs will be considered delivered to the student at time of posting. Students are responsible for checking their email on a timely basis.

SACD COMPUTER LAB

General Lab Guidelines

Students are to clean-up after themselves, meaning throw out your own trash, if you spill something clean it up and if you drop something pick it up. Students found abusing this policy will lose their rights to use the lab and may face academic consequences.

Students may not pin-up anything in the computer lab.

Food & Drink

Due to an increasing problem with ANTS and overall cleanliness in the computer lab, there will be a **BAN ON ALL FOOD AND DRINK IN THE COMPUTER LAB.**

Students may not bring food or drink of any kind into the computer lab or hallway leading into the lab.

Violators will lose their access to the computer lab for the rest of the semester – if within the last 4 weeks of a semester, computer lab access will also be lost for the next semester the student attends classes.

Monitoring

The SACD computer lab has installed video cameras to protect SACD’s equipment and to provide a basic level of security for students working alone in the lab during the evenings. The video surveillance is not in place of common sense and basic security practices. After normal business hours the lab door must remain closed and only students with the door code should be allowed to enter. The video tapes are review regularly and are archived for 6 months. Students are hereby notified that any activity deemed inappropriate may result in the loss of their right to use the lab as well as possible academic or legal consequences.

All activities on the lab computers may be monitored and recorded by network personal or their appointees and/or special software without notice. Any inappropriate use of the

computing facilities may result in user account revocation, academic penalties or criminal prosecution.

Hours

The SACD computer lab is open 23 hours a day 7 days a week except the week prior to the beginning of each semester, school closings, during ESRI training classes (which are posted on the computer lab's window) and any other time as necessary with a one week notice to the "SACD-COMPUTING" listserv. The computers reboot daily at 4:00 am and do not wait for you to finish saving your work. All students are strongly encouraged to log off the lab computer prior to 4:00 am or data corruption and/or loss may occur.

Software Policy

Students are prohibited from installing ANY software on lab computers. The University and SACD have very specific regulations governing what software we may install. Installing other software may jeopardize our network security and/or copyright laws. Since all students are now logging on with their own user accounts, violations will be easy to identify and may result in account revocation, academic penalties or criminal prosecution.

New Printing & Plotting Policies

The School of Architecture has recently joined forces with National Graphic Imaging (NGI) to provide students with a high speed OCE 9400 Black & White plotter and NGI is loaning the School a HP 755CM plotter. In addition the School has just purchased a brand new HP 11055cm plotter.

The materials fee that students are being charged starting this semester will allow students to plot unrestricted as long as the student has a remaining balance in their account. Each student will be issued a printing account with a starting balance in direct proportion to the amount of Material Fees paid by the student. Every time a student prints or plots their account will be charged based on the type of print job they have submitted. Items printed to the Laser printer will be less than full color plots. Students will be able to print until the current print job exceeds the student's remaining balance.

Students no longer need to provide their own ink or paper, and as a result, **students will no longer be allowed to change paper or ink on the plotters.** Changing paper and Ink/toner will only be done by the Computer GAs or Network Administrator. Any student found changing paper or Ink/Toner will result in the permanent revocation of the student user account and the loss of printing/plotting privileges.

Students will no longer be allowed to directly attach any computer or laptop to the parallel port on any plotter. Attaching a computer to a plotter will be viewed as

attempting to bypass SACD's print auditing software and will result the permanent revocation of the student user account and the loss of printing/plotting privileges as well as possible academic penalties.

Printing Quota Explanation and Policy

All students that have been charged a Material & Supply Fee (M&S Fee) have been given an initial printing credit balance equal to 40% of the total M&S Fees paid. Unlike the old print management system that used credits the new system uses regular currency to track and charge for printing. The way the initial credit balance is calculated follows:

Total M&S fees paid * .40 = Initial Print Balance

Printing Costs: (plotting paper is 36" wide)

HP 4v Laser Printer

8.5 x 11	\$.05
11 x 17	\$.10

Oce 9400 Plotter - B&W (price lowered 8/25/03)

\$.30 per s.f. (approx. \$.60 per linear foot)

HP 755 & 750 Plotter - Color (price lowered 8/25/03)

\$.50 per s.f. (approx. \$ 1.50 per linear foot)

HP 1055 Plotter – NEW Color

\$ 1.20 per s.f. (approx. \$ 3.60 per linear foot)

Printing prices are subject to change at any time.

Current prices are posted in the SACD Computer Lab.

Your Credit Balance:

You may check your credit balance at any time by placing the mouse over the \$ icon in the bottom right corner of your desktop. Credit balances are not transferable and may not be given to any other student. Allowing other students to use your printing credits will result in the loss of your SACD computer logon account as described fully in the SACD Acceptable Use Policy.

Low Credit Balance:

If you do not have enough credits remaining to enable you to complete a print job a message box will pop-up on your computer telling you to see the administrator. Your print job will be deleted from the server and will not print. You will need to add more credits to your account before you are able to resume printing.

Adding Credits To Your Balance:

You may add credits to your account in increments of \$5.00 only (i.e. \$5, \$10, \$15, etc.). There will be no refunds of any kind for any reason. Once a student buys additional credits they are non-refundable and non-transferable.

Rolling Over Credit Balances:

All credits whether issued from M&S fees or purchased by the student will roll-over from Fall Semester to Spring Semester and then again to the Summer Semester. **One week after the end of the Summer Semester all credits remaining will be deleted, accounts will be reset to 0 balance.** New credits will be fully issued by the third week of class each semester.

SOFTWARE LICENSING

Academic Computing has negotiated several software agreements for the benefit of the USF community. Software available at reduced prices through the USF Bookstore includes a broad array of word processing, spreadsheet, database, communication, graphics, statistics and other popular software.

Academic Computing is also making McAfee's Virus Scan Antivirus software available to all USF faculty, staff and students through their website at:

<http://www.acomp.usf.edu/virus.html>

To download the software you will need a NetID which is issued at the same time as your student email account. Faculty and staff can visit the University Network Access (UNA) web site (<https://una.acomp.usf.edu/>) with your USF ID card to activate your NetID.

ACCEPTABLE USE POLICY

USF 0-502

The information technology resources of the University of South Florida are a vital component of the academic and administrative environment of the University. It is the responsibility of all University students, faculty and staff to use these resources in a responsible, ethical, and lawful manner. Any member of the University community who abuses these resources has engaged in unacceptable conduct. Activities that intentionally damage or interfere with the work of other users are especially inappropriate and may constitute felonies under Florida state law.

Students, faculty, and staff are responsible for all actions taken using any computer logon ID assigned to them. Appropriate use of a logon ID includes proper password protection for the logon ID, not allowing anyone else to use the logon ID, not using someone else's logon ID, and not abusing the privileges granted to the logon ID.

Each college, division, or unit is required to administer appropriate controls to protect the confidentiality, integrity and availability of University information.

Copyrighted software must only be used in accordance with its license or purchase agreement and must not be copied or altered except as permitted by law or by the software licensing agreement. Unauthorized copying, distribution, or use of such software is a crime and the University as well as individuals may be held legally liable for these actions.

Other examples of inappropriate actions under this policy include, but are not limited to, the following:

- Unauthorized access, alteration, or destruction of another user's data, programs, electronic mail or voice mail.
- Attempts to obtain unauthorized access to either local or remote computer systems or networks.
- Attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled.
- Attempts to modify computer systems or software in any unauthorized manner. Unauthorized use of computing resources for private purposes.
- Transmitting unsolicited material such as repetitive mass mailings, advertising, or chain messages.

Colleges and departmental units also issue additional "conditions of use" for facilities under their control. Such conditions must be consistent with this University policy but may provide additional details, guidelines, restrictions, and/or enforcement mechanisms appropriate to their area. Units may require signatures of individuals acknowledging an understanding of these policies and conditions before providing access.

Violations of this policy may lead to suspension of the user's computer logon ID and/or disciplinary action to be handled by Student Affairs, Deans, Directors or Law Enforcement as appropriate. In any investigation of misuse of information technology resources the system administrator may inspect, without notice, the contents of computer files, system output, electronic mail, and other related materials.

COMPUTER CRIMES

Sec. 815, F.S.

Florida Statute describes computer and computer-related offenses that are felonies under Florida law. These offenses include unauthorized modification or destruction of programs or data, unauthorized disclosure or use of confidential data, unauthorized access to computer systems or networks, unauthorized destruction of computers or computing supplies, and denial of computer system services to an authorized user.

ACCESSING THE INTERNET FROM STUDIO PORTS

USF has changed the policy governing students connecting personal computers to the University's Network.

To assist the University in enforcing network security and accountability, USF now requires that individuals utilizing University network ports with non-University computers, register with Academic Computing before using the connections. Prior to successfully completing the registration process, access from these ports will be limited to <https://mhb-dhcp.net.usf.edu/laptops/> only. That is, no Internet access or local network access will be permitted.

This is a **one time only** registration. Once you have registered, you will not need to register again each time you connect to the network. If you change your computer's NIC card (i.e. wireless or replacement), you **will** need to re-register to use the network again.

To register your computer, connect it to one of the ports in the studios and follow this link:

<https://mhb-dhcp.net.usf.edu/laptops/>

No student may attach a routing device to a studio port or any other port within the school.

COMPUTER LAB SUPPORT

The Network Administrator relies on the SACD students to report problems with the computers or plotters. All of our Dell computers are covered under a warranty, so no computer should be experiencing any problems. If you discover a problem with a computer please report it to the Network Administrator or a GA, and we will strive to repair it as quickly as possible. A list of known issues will be posted in the back of the lab and updated as necessary, please check this list prior to reporting an issue.

FUTURE PLANS

SACD has many plans for future upgrades to our network and equipment including wiring all studios, a color printer, new scanner, increased number of computers in the lab and a new website.

Your thoughts and suggestions are encouraged. Please make suggestions to your student representatives on the technology committee, the Network Administrator or your student government.

UNIVERSITY OF SOUTH FLORIDA

School of Architecture and Community Design

Computer and Network Access Agreement

The computing and network facilities in the various colleges are a vital component of the academic environment. Each person using these computers must be considerate of other users. The purpose of these facilities is the support of teaching and research by its authorized users.

Activities that damage or impede the work of other users are of particular concern. Such activities are discourteous and possibly illegal. The State of Florida has laws which hold that unauthorized use (including accessing another user's account) leading to offenses against intellectual property and/or computer users, is a felony. Besides civil penalties that can include imprisonment of up to fifteen years and fines, the college and or university may impose administrative penalties and sanctions against those found to have violated the law. The University of South Florida wishes to provide open access to students and faculty, with as few restrictions as possible. Courteous and thoughtful computing will minimize the need for regulations and annoying security procedures.

Account Certification Statement

I understand that the following is a partial list of activity that is forbidden and may subject me to loss of access to computing and/or network facilities, administrative sanctions and penalties by the university and/or school, as well as imprisonment and fine by civil authorities. **I WILL NOT:**

1. **Provide access to USF's network and computing resources to any other person or entity.**
2. **Access another user's account.**
3. **Allow another person to access my account or share my password.**
4. **Use computing resources for private use, private profit, or for promoting a religious or political group.**
5. **Intentionally impede the legitimate use of computing facilities by other people.**
6. **Use facilities, including printers, for junk mail, mass mailing, or non-USF-related work.**
7. **Install unlicensed software on any computer**
8. **Copy any software unless within license guidelines.**

Individuals using this system with or without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel.

While monitoring individuals improperly using this system, during system maintenance or during normal business duties, the activities of authorized users may be examined and monitored. Anyone using this system agrees to such monitoring or examination and is advised that if it reveals possible evidence of criminal activity, system personnel may provide this evidence to University and law enforcement officials.

I have read and agree to comply with this agreement and have received the SACD Computing Guidelines & Acceptable Use Policy. I understand these policies may be updated and once posted in the main SACD office and computer lab the updates become binding. I agree to review the posted policies regularly.

Please print your name: _____ SSN: _____ - _____ - _____

Email: (print clearly) _____ Birthday: _____ / _____ / _____

Sign your name: _____ Date: _____ / _____ / _____