

Visions Lab Usage Policy

Your account is a privilege. Failure to adhere to the lab policy will result in suspension or revocation of your account and lab access. Your account is valid as long as you remain a student in the Aerospace Engineering Sciences department. If your account is inactive for more than 2 years it will be subject to possible deletion. All user data is backed up before deletion occurs.

WARNING!!!: Failure to adhere to rules 1 and 2 may result in the **ENTIRE LAB BEING CLOSED TO ALL USERS** for a period of time (up to 7 days; except for instructors and classes of course).

1. There are **NO FOOD OR DRINKS** allowed in the lab. **NO OPEN DRINKS**, this includes cans, bottles, coffee cups, etc. The **ONLY** exception to this is personal water bottles with a closed top.
2. **DO NOT LEAVE THE DOOR OPEN.** This is a restricted lab. We do not want everyone to be able to walk right in. You may let some friends in if they are working with you, but do not leave the door open.
3. Do not give your password or access card to anybody.
4. Classes have priority in the lab. If an instructor asks you to leave, save your work and leave.
5. Do not turn the power off to any machine. You may restart the computer if you need to, but do not shut it down or turn it off when you leave, just make sure you log out.
6. There is extra hard drive space available for temporary storage on each machine. Anything you leave on the hard drive can be viewed/deleted by any other person who uses that machine after you.
7. The white boards are for instruction and group work. Please leave markers and erasers in the lab, erase the boards and clean with fluid when needed.
8. Leave your machine unattended at your own risk. If you're logged in anyone can come along and wreak havoc to your account.
9. There are trash cans by the door. **USE THEM.** Please keep the lab clean and throw away your trash.
10. Do not download or install any programs. Contact the admin if any needed programs are missing.

I understand the lab usage policy and agree to adhere to it. (please print legibly below)

Signature:_____ Print Name:_____

Student ID:_____ Buff One Card # (last 7 digits only):_____

Identikey Username:_____ (for consistency this will be your username in the lab)

Course Number:_____ Teacher's Name:_____

If you are not in a class scheduled to use the lab, please give your reason why you need to use the lab.
