

UCLA Memorandum

Department of English Graduate Computing Facilities Policy

General Purpose

These facilities support the teaching, training, and individual use by English Department graduate students, but also are available to departmental faculty, staff, lecturers.

Activities Supported by Computing Labs and TA Office Computers

- Open labs for graduate use related to teaching or research.
- Formal instructional classes.
- Department approved meetings, staff or faculty training sessions.
- Other group uses as approved by the Department of English.

General Operating Rules

- Software may be installed by I.T. staff only. Requests for additional software titles may be submitted to the Computer Support Coordinator for the Department's consideration.
- Users are responsible for saving their work. The Department does not provide backup of any files stored on lab or TA workstations.
- Damage or malfunction of computers should be reported immediately to the I.T. Coordinator or the D'TA. Support will be provided by the D'TA, Computer Support Coordinator or the CDH Helpdesk.
- Abuse of computer hardware or software (e.g. intentional damage, altering software, etc) may result in dismissal from the lab, suspension of your account, and disciplinary action.
- Do not share your username or password with anyone. User accounts will be audited to ensure compliance with UC Policies. Such information will be surrendered, if required by law.
- Active Teaching Assistants will be given priority for workstations in the three TA Offices.
- You may be held responsible for paying for repairs to computer equipment caused by spilled food or beverages, so please refrain from consuming food or beverages while using our computers.
- All trash and paper must be disposed of in receptacles provided.

Printing

- The department offers free printing related to teaching and graduate work in the computing labs and TA offices.
- Additional paper can be obtained at the English Main Office in Humanities 149.

Computing Labs Policy

- Hours of operation: 7AM-10PM Monday – Friday. Labs may be closed during holidays, for maintenance work or emergencies.
- Users will need a valid University ID (BruinCard) to access the computer labs.
- All labs are wheelchair accessible.
- Equipment, including chairs, cannot be removed from the labs.
- All trash and paper must be disposed of in receptacles provided.
- Please keep door closed at all times.

Acceptable Use

Users should also abide to the campus acceptable use policies listed at: <http://www.bol.ucla.edu/policies/>