

SURP COMPUTER CLASSROOM & SURP PRODUCTION STUDIO USAGE AND ACCESS RULES

Updated 3/24/2016

1 KEEP THE DOORS CLOSED DURING NON-CLASS TIME

These are not open computer labs. They are School managed classrooms and we need your help to keep them safe and operational. Please keep the doors closed and do not let anyone in. It is each person's own responsibility to gain card access and to remember to bring their Owl Card for the Computer Classroom and the Production Studio.

2 NO FOOD IS ALLOWED / DRINKS WITH SEALED LIDS ARE PERMITTED

Crumbs, sugars, and oils can seriously damage and degrade mice, monitors, and keyboards. Do not bring any food in beyond the front door. You may, however, bring a drink to your workstation provided that the drink container has a lid or top. (No open cups or cans.)

3 RETURN THE WORKSTATION TO ITS STANDARD SETUP AND SHUT DOWN THE COMPUTER BEFORE LEAVING.

If you raised the monitor in the back, changed the monitor resolution, or moved the mouse around to your liking...before you leave, you have to return everything back to its standard setup so that the next person who sits at the workstation won't have to undo your changes. Also please slide chairs back under the desk before you leave. Plus, always Shut down (*not Log Off*) the computer via the onscreen start menu before leaving. Even when logged off, leaving the computer on invites hackers and wastes energy.

4 DO NOT DISTURB A SCHEDULED EVENT

Finally, in order not to interrupt classes or other special events, check the online facilities calendar for both rooms at: <http://cdsi.fau.edu/surp/surp-facilities-calendar/>. If the facility is reserved, you are not permitted to use the room during that time.

SURP COMPUTER CLASSROOM & SURP PRODUCTION STUDIO RULES ACKNOWLEDGEMENT AND AGREEMENT

Updated 3/24/2016

I understand that the FAU School of Urban & Regional Planning has usage and access rules that apply to students taking classes and using the SURP Computer Classroom (SO 276) and the SURP Production Studio (SO 285). I have received a copy of these rules and I understand them. In order to facilitate compliance with the terms of the rules, I hereby agree as follows:

I will abide by the SURP Computer Classroom & SURP Production Studio Usage and Access Rules

I agree to and understand that non-compliance will result in dismissal from the room and removal of my non-class time access to both facilities. I also understand that for both my safety and for rules compliance these facilities are monitored through the use of FAU security video cameras.

I understand that the use of these facilities is a privilege for use during non-class hours and that **the FAU Student Union Open Computer Lab (UN 222) is my alternate computer facility for course work.** I may also use the Fort Lauderdale Campus Open Computer Lab (HE 611).

In addition, I understand that students *not enrolled in* either the Bachelor of Urban or Regional Planning (BURP) program, the Bachelor of Urban Design (BUD) program, or the Master of Urban & Regional Planning (MURP) program are only permitted one semester access to the VPT Classroom for the course that they are enrolled in and that Owl Card access will end at the end of the semester.

Date: _____ Name: _____

Z number: Z _____ Signature: _____

MyFAU E-mail: _____@fau.edu

Planning Degree: (Please check one)

3rd Year BURP 4th Year BURP 3rd Year BUD 4th Year BUD 1st Year MURP 2nd Year MURP

Or for Non-BUD, BURP, or MURP Degree seeking students please check below:

One Semester Access Only for this class #URP _____, Instructor: _____,
Major _____

KEEP THE RULES AND TURN IN THE AGREEMENT FORM TO EITHER YOUR INSTRUCTOR OR TO ALEJANDRA QUINTERO IN SO 284 (YOU MAY ALSO USE THE BLACK DROP BOX OUTSIDE OF THE SO 284 SUITE).