Media Arts Center (MAC) Lab Policy (10/12/2011)

This policy is intended to provide MAC Lab users with guidelines for responsible and appropriate use of the resources in this lab.

Applicability
This policy applies to all Millikin University employees, students and users who may be authorized to use the MAC lab.

This policy supplements the Millikin University Technology Policies (www.millikin.edu/it/policies). All portions of the Technology Policies and other relevant Millikin University policies, procedures and standards apply to the use of assets in the MAC Lab, as well as when using the technology resources provided in the MAC Lab to navigate through the Millikin Network and beyond the local system.

Use of the MAC Lab
The primary purpose of the MAC Lab is to provide specialty technology resources for students and faculty, and to facilitate the creation of, and exchange of information related to, and in the furtherance of education and the mission of Millikin University.

Accessibility to the MAC Lab
The MAC Lab is available 24 hours a day when the campus is open.

The MAC Lab is available to authorized users who have a valid Millikin University ID Card. All Millikin faculty, staff and currently enrolled students may be authorized to access the MAC lab. To request access, please contact Randy Brooks at rbrooks@millikin.edu.

The MAC Lab may not be reserved through Resource 25 (R25) or the Campus Scheduler.

The MAC Lab is available when class is not in session. Authorized users wishing to access the lab at a time when class is in session should contact the specific instructor for permission.

Access to the lab is controlled by a swipe card feature. All users must use their Millikin ID Card to swipe into the Lab. When Staley Library is open, users will swipe into the East door of the lab, located on the lower level of Staley Library. When the Library is closed, users will need to swipe in through both the North Lower Level door and the East lab door.
General MAC Lab Rules
All users will respect the technology resources and the other users in the MAC lab.

The MAC Lab should only be used for legitimate academic purposes.

Avoid excessive noise. Use headphones any time music is played, either from the computer or from personally-owned devices.

Food is prohibited in the MAC Lab. Water may be brought in if it is capped tightly.

Users may store files in the Documents folder on the computers in the MAC Lab, but each user is reminded that the technology is shared in the lab, and it is the user’s responsibility to save often and make frequent backups to the Home Directory or other storage media.

Security
Authorized users must swipe in using their Millikin ID Card. If you have lost your ID Card, visit ID Services (SH106) during normal business hours. If you do not have your ID card and need to access the MAC Lab outside of normal business hours, please contact Safety and Security for access.

Authorized users will not provide access to anyone who is unable to swipe with their own ID.

If someone has given or been given unauthorized access, please contact Safety and Security immediately. (217-464-8888)

If the technology resources have been moved, tampered with or damaged, please contact Safety and Security immediately. (217-464-8888)