

ARSC Computer Lab Policies

The following are a list of policies created to maintain the user-friendly atmosphere of the Arizona Remote Sensing Center Computer Lab and the integrity of the data that is managed and created there.

1. Before receiving an account in the computer lab, new users must receive, read, and sign a copy of the ARSC Computer Lab Policies.
2. Personal Data
 - a. All users receive up to 1 GB of space for personal data in the User folder on Tanami/U:/.
 - b. Personal data must never be saved on any other drive in the lab.
 - c. In exceptional cases, a user may petition the systems administrator for more space.
 - d. Once a user space exceeds 1 GB, they will be alerted and asked to reduce the amount of data stored there.
3. Usernames and Passwords
 - a. Users must always login using their personal username and password.
 - b. Users must not use a computer while it is logged in under another username.
 - c. Only the domain administrator and Chiyo Yamashita-Gill know the administrator's password. If you discover that the password has been compromised, please alert the systems administrator so that it may be changed.
 - d. Users will be required to change their password at least once a year.
 - e. Users are encouraged to change their password more often.
4. Priority Sign Up Board
 - a. There is a sign-up board in the lab that allows users to reserve time on a machine for up to two weeks in advance.
 - b. Only high priority computers are available for sign up. Currently, these include:
 - i. Turkestan
 - ii. Yuha
 - iii. Gobi
 - iv. Arabian
 - v. Peruvian
 - vi. Borrego
 - vii. The two new computers
 - c. The sign up board should only be used to reserve a machine for the following reasons:
 - i. You have a deadline to meet.
 - ii. You need a specific computer for a specialized software package.
 - iii. You are running a time-consuming script.
 - iv. You have a very narrow time frame in which you will be able to work.
 - d. Users do not have to sign up for a machine to use it.

- e. A user may use a reserved computer up until the person who reserves it arrives.
 - f. Do not start a long processing session on a computer if you feel it will run into time that has been reserved by another user, unless you are able to stop it when that user arrives.
5. Logging Out
- a. Users must always log out when they leave a computer.
 - b. If you wish to leave a process running while away from the computer, you must leave a note on the computer with the following information:
 - i. Name
 - ii. Time and Date left
 - iii. Contact Phone Number
 - iv. Estimated Time of Return.
 - v. Whether another user may log off before the expected return time if the process finishes.
- You must then block out the time estimated for the process to run on the priority sign up board.
6. The C: Drive and Software
- a. The C: drive is dedicated to the operating system, software, and the scratch space.
 - b. Data or files must never be saved in the C: drive.
 - c. Any data or files found in the C: drive may be deleted without notice.
 - d. Only the systems administrator is permitted to install software.
 - e. If you need software installed, put a request into the systems administrator for it to be done.
7. Project Drives and Data
- a. Most other drives, other than the C: drives, are project drives.
 - b. Project data can include dissertation work, personal projects that are approved to be stored on the lab workstations, web pages, and administrative projects.
 - c. The only root folders under a project drive will be project folders.
 - d. If you would like a project folder for a new project, ask Dr. Stuart Marsh to approve the project. He will have the systems administrator create a project folder for you.
 - e. Every project must create a directory structure, including how drives will be mapped, and place a document detailing it under their project folder. All members of a project must abide by the directory structure.
 - f. Every project drive will contain a Temp folder.
 - g. Any user can place files in the temp folder.
 - h. Files in the temp folder can be deleted at any time.
8. Reference Data Drive
- a. On ARSC, there will be a reference data drive, containing commonly used data, such as Arizona GIS layers.
 - b. The letter 'R' is reserved for mapping to this drive.

- c. Data on this drive is read-only and must not be copied from this drive unless you will be changing it. This will help reduce data redundancy in the lab.
 - d. If you intend to change data from the reference data drive, copy the data along with its metadata to your project folder. After you have made your changes, update the metadata.
 - e. If you have data that you feel should be included in the reference data, place it in the DATA_IN folder on the reference data drive along with metadata and it will be set up on the drive.
9. Backing up Data
- a. Archive your most important data. This includes deliverables, final products, presentations, or important documents.
 - b. While regular backups are scheduled, they are not always reliable and it is time-consuming to restore data.
 - c. It is recommended that you archive your important data every time it is created or updated.
10. Other Policies
- a. If you are leaving and there are no other users in the lab, no matter the time of day, lock the lab door.

I agree to abide the above policies.

Signature: _____ Date: _____