



ARSC Computer Lab Policies

The following is 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 here.

For more information, please visit the lab homepage at <http://arsc.arid.arizona.edu>.

- I. Before receiving an account in the computer lab, new users must receive, read, and sign a copy of the ARSC computer lab policies and submit to ARSC director.
- II. **Personal Data**
 - a. All users receive up to one gigabyte (1 GB) of space for personal data on the U: drive, found under the Y: drive (also referred to as Tanami).
 - 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. This must first be approved by the ARSC director.
 - d. Once a user's space exceeds 1 GB, they will be alerted and asked to reduce the amount of data stored there. Please do not exceed the allotted 1 GB for personal data storage.
- III. **User Names 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 domain administrators should have access to the administrator's password. If you discover that the password has been compromised, please alert the systems administrators so that it may be changed.
 - d. Users will be required to change their password once a year but are encouraged to change it more often.
- IV. **Priority Sign-up Board**
 - a. The sign-up board in the lab allows users to reserve time on a machine for up to two weeks in advance.
 - b. Only high priority lab computers are available for sign-up.
 - 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 timeframe 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 time the person who reserved it arrives.
 - f. Do not start a long processing or downloading 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.
- V. **Logging out**
 - a. Users must always log out when they leave a computer.



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- b. If you wish to leave a process running while away from the computer, you must either leave a Workstation Message found on the ARSC Lab website under Lab Resources (<http://arsc.arid.arizona.edu/arsc/resources/>) or lock your profile. In either case, you are asked to leave the following information:
 - i. Your name.
 - ii. The date and time you left the computer.
 - iii. A phone number you can be reached at.
 - iv. Your estimated time of return.
 - v. Whether or not other users may log you off before your expected return time if the process finished (only when using a Workstation Message).
- c. If you leave such a message, you must then block out the estimated time for the process to run on the priority sign-up board.

VI. 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 to the C: drive.
- c. Any data or files found on the C: drive may be deleted without notice.
- d. Only domain administrators are permitted to install software.
- e. If you need software installed, submit a request to the systems administrator.

VII. Project Drives and Data

- a. Most of the drives, other than the C: drive, are project drives.
- b. Project data can include dissertation work, personal projects if approved by ARSC director, web pages, and administrative projects.
- c. The only root folders under the project drive will be project folders and a temp folder.
- d. If you would like a project folder for a new project, you will need the approval of the ARSC director. The director will give instruction to the systems administrator to create a project folder for you.
- e. Every project folder must have a documented directory structure, which includes how drives will be mapped. The document containing the directory structure is to be placed under the project folder. All members of a project must abide by the directory structure.
- f. Every drive will contain a temp folder in which all users are allowed to place files.
- g. Files in the temp folder may be deleted.
- h. Project folders may belong to a permission group for which you may have to request to have your user account added.

VIII. Reference Data Drive

- a. On Tanami (Y: drive), there is a reference data drive containing commonly used 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 any metadata to your project folder. Update the metadata to reflect your changes.
- e. If you have data that you feel should be included in the reference data, place it in the incoming folder on the reference drive.



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IX. Backing-up Data

- a. Archive your most important data every time it is created or updated. This includes deliverables, final products, presentations, or important documents. DVDs, CDs, floppy disks, and zip disks are available to lab members at a conservative level.
- b. Do not expect system administrators to back-up data for you. This is the responsibility of lab users.
- c. In special circumstances, and only for projects, a systematic back-up may be arranged by the systems administrator. This must first be approved by the ARSC director.

X. Lab Cleanliness

- a. It is the responsibility of lab users to pick up after themselves!
- b. Please make sure your trash is thrown in the proper receptacle.
- c. Recycle bins are located in the northwest corner of the lab. All lab users are encouraged to use these bins and empty them when full. See ARSC administrator for instruction on doing this.
- d. Keep in mind; custodians come only once or twice a week. If trash receptacles are overflowing, empty them into the dumpster located in the northeast corner of the parking lot.
- e. Food and empty food containers should be disposed of in the bathroom trash bins or dumpster to avoid offensive, lingering odors in the office area.

XI. Other Policies

- a. If you are leaving the lab and there are no other users present, no matter the time of day, close main door to the lab so that it locks securely.
- b. Requests for system support can be made by filling out a "pink slip" located in the ARSC main office or by emailing oaitech@email.arizona.edu. Requests are not to be made to the support team in person as their work is prioritized.
- c. To receive access to the building before or after normal working hours, see the ARSC administrator.

I, _____, have read the ARSC Computer Lab Policies and agree to
(First name, Last name)
abide by the rules within it.

Signature: _____ Date: _____

(Return to ARSC administrator)