College of Environment + Design
Computer Use Policy

All users are responsible for knowing and following the UGA Policies on the Use of Computers at https://eits.uga.edu/access_and_security/infosec/pols_regs/policies/aup/.

CED Policies

- Computer, network, and server access is controlled by UGA MyID. Users logged into a computer are responsible for the activity occurring on that computer. **Do not** give out your MyID password to other users or share your login session.

- As stated in Rule 4.10 the use of file sharing services or applications for downloading or distribution of copyrighted materials is prohibited on UGA computers. This activity is monitored by the UGA Office of Information Security and violations will be noticed and reported to appropriate agencies.

- Printing and plotting are controlled and metered through the CED print servers. Attempting to connect a personal computer to an output device, printing directly to the printer's network address, or any other attempt at bypassing the print management system will be considered theft of services and reported to the Office of Student Conduct and/or UGA Police Department.

- Supplies (ink, toner, and paper) are for use in the printers/plotters only. Taking or unloading loaded paper from the printers/plotters will be considered theft and will be reported to the Office of Student Conduct and/or UGA Police Department.

- As stated in Rule 4.12 no one without prior authorization shall modify CED resources. This includes reconfiguring cables from computers, printers, projectors, and instruction station cabinets. Violation of this policy will be considered a violation of the Student Code of Conduct and may be reported to the Office of Student Conduct and/or UGA Police Department.
- NO Food, Drink, or Tobacco use is allowed in any lab or technology area.
- Lab users should cleanup their work area when leaving. Trash should be placed in the proper receptacles. Recycle bins are located near output devices and should be used rather than leaving paper lying on the floor

***DISCLAIMER: CED Technology Services is not responsible for data stored on the local hard drive. All software changes made to a lab computer will be removed when the user logs off. ***

Do's	Don'ts
<u>Do</u> Log off your email or file storage after you have finished your printing	<u>Do not</u> log into the printing kiosks with your ID. Restart the computer and it will automatically sign in
<u>Do</u> Log off the computer when you leave	<u>Do not</u> switch users or lock the computer
<u>Do</u> clean up after yourself	<u>Do not</u> give out your MyID password to other users or share your login session
Do ask questions and reference the Tech Services website frequently cedhelp@uga.edu http://tech.ced.uga.edu	<u>Do not</u> bring food or drink into the computer labs or eat while working at a general use workstation in a studio.