

# University of Michigan–Flint Computer Assisted Music Lab (CAML) Rules

## **Student Request for Use**

**Winter 2012**

Each student who uses the Music Technology labs is responsible for reading the Lab Rules and signing an acknowledgement and agreement document to gain access to the labs each semester.

A sign-in sheet for the lab is kept in 126 FH or in the Lab after hours when staffed by a monitor. You must sign-in to use the lab even when a lab monitor is present. A log is kept of all lab use and is used by Tech Support and Public Safety in the event of any safety and security issues. It's also used by the Department of Music to log hours spent on the equipment.

If you are given permission to be in a lab alone, without the presence of a monitor, always check that the lab door closes and locks when you leave. Do not block open the door to the lab (except when students are coming in or exiting from classes). If you are alone in the CAML do not prop the door open if you are using the restroom or the vending machines, not even for a few seconds. Return to the Music Office in 126 FH to regain entry to the CAML or call the Safety Office. (While our Music students are conscientious of the equipment; it is generally not Music students who look for unlocked doors and run out of the building with equipment to pawn or sell). Be vigilant and keep the equipment safe when it is in your charge.

Users may not install any software on any machine. This includes any form of instant messaging software. Users may not rename hard drives or alter the directory structure on the hard drive of any Music Department computer.

Save often. All disks can fail. Power outages can occur and have. Back up your data on a CD, flash drive or your Homedrive before you leave. All the computers will write CD-R /CD-RW and DVD-R disks. Do not leave your work on the computer hard drive. The computers may be erased and re-imaged overnight or at any time during the day and your work would be lost. Do not leave files you want to keep on the hard drive. You are responsible for the lost data file if it is erased during re-imaging. Instructors will not accept an excuse if your data is erased from the lab drives during a re-imaging, power or disk failure.

Students are not allowed to throw away any program files or other student files. There is a Michigan State Law that can fetch you a \$15,000 fine and up to five years in prison for throwing away data that does not belong to you. If a file sits on a desktop more than two weeks, it will be dragged to the "To Be Thrown Away" folder on the desktop. The files are usually kept for five days and then thrown away

No food or drinks are allowed in rooms 134 or 132 at any time for any reason. If you walk in the lab with a drink in your backpack, put it on the file cabinet to the left as you enter the room. Leave it on the file cabinet until you leave.

Do not move any of the equipment or the clavinovas. Leave MIDI & audio cables alone. If you have a problem with a specific machine and need assistance, report the cable or computer problems to 126 FH if a lab monitor is not present, and move to a different machine. There's also an email address on each machine you can use to report a specific problem.

At the end of your session or at the end of your class, be sure to *shut down* (not put to sleep) your computer and turn off the clavinova. All equipment should be completely OFF, not sleeping.

Other public labs on campus ask you to put the machine in a sleep mode between users who often sit down at the computer nearly as quickly as you leave the station, but the CAML computer may not be used for 24 to 72 hours between the time you are finished and the time the next user comes to the station. Keeping the equipment on shortens the life of the computer and power supplies, creates an added fire risk and is a waste of energy. Please turn all machines OFF before you leave.

It is your responsibility to bring headphones to the CAML. You must be considerate to others in the room and monitor your work through headphones. Keep talking and discussions to a minimum. If you are inconsiderate of your fellow Music students, you will be asked to leave.

Most of the software programs in the lab have electronic documentation located on the computer in the program file found by selecting APPLICATIONS/ (program). If you cannot see immediately what is in the folder, hold down the CONTROL key as you select the file. In the menu that appears, select Show Package Contents. Some software includes tutorials.

Software piracy is illegal. Anyone engaging in illegal copying of software or asking someone for an illegal copy of software in this lab will receive a failing grade in the course affected and may be expelled from the university.

Do not attempt to download any illegal (Napster-like) music or software files. The university is required to provide the names of users who download illegal music. An act such as this also violates several other university rules regarding integrity and computing policies. It is likely you will find yourself expelled from the program, the university, and facing prosecution. It is not worth the risk or the price you will pay.

Removing anything from this lab (even temporarily) is considered theft. Any student caught removing anything from the lab will be prosecuted for theft.

The Music Technology Lab is open for music majors and music minors only. Music students who are currently enrolled and those who are working on music class related projects have priority use of the computer stations. The CAML is a Music Department lab and other students should be in the university public labs to accomplish their work.

You may print to the CAML printer if you are printing work for Music class only. This also applies to the M3 Lab, where students may print to the CAML, the Epson printer, the HP or the Konica..

Please do not use the printer as a copy machine.

If your document is spooled to print and it does not print, do not try to print it again and again. Printing the document a second or third time sends more copies to the print spooler and when the problem is fixed, multiple copies of your document will be printed. If you are having a printing problem, get assistance from the lab monitor or report the problem to 126 FH. Check on the desktop to see if there is a troubleshooting folder for printing. And check the Dock, find the icon that relates to your printer and make sure someone has not turned the printer off on the computer you are using.

Give the printer time to process your document. If the green light on the top left of the printer is flashing, the printer is currently "thinking" about printing. Complex documents, such as Finale music scores, take longer to print. Someone else may have a complicated document ahead of yours in the print que that takes longer to print.. Also check to see that the power switch (on the back left side of the printer) is turned on. The printer has an electrical hum when it is on.

You must stop working before closing time. You will leave when the lab is scheduled to close. Your lab monitor will not be paid for a minute over posted lab hours. Would you work for free?

Please help us keep the lab clean. This lab is not cleaned by Housekeeping services. The Music Department Faculty and Staff maintain this room.

As you can see, computers are not mounted to the clavinoas and could fall if they are bumped or moved. Move around the clavs and computers carefully.

Since the lab is reserved for use only by Music majors and minors, think about treating the equipment as you would your own computer or instrument. The workstations are expensive and with today's tight budgets it is often difficult to find money for replacements and repairs.

With all the above said, faculty and staff know that accidents can and do happen. Please report any broken equipment as soon as possible so we can attempt to repair it before the next class arrives to use it.

I have read the above Lab rules and agree to abide by them. I understand that if I violate the rules I will lose my lab privileges.

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Student Name (PRINT)

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Class(es) in lab (i.e. Theory I, II )

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Student Signature

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Date

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Music Department Representative

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Date