



Star Lab Computing Facility

Room Use Policy

The Star Laboratory Computing Facility is a shared resource for students registered in Geography Department classes. This policy assumes that students are responsible for doing their part to keep the lab a comfortable and productive workplace for everyone. Two principles are the foundation of the policy:

Students should respect the work environment of lab users.

Students should protect the computer equipment and other resources provided.

Due to increasing congestion in the lab, the following reminders are to ensure productive and beneficial use of the lab for all students.

Food & Drink: Please refrain from bringing in and eating food in the Lab. Drinks such as bottled water should be capped whenever possible to reduce the risk of accidental spilling onto computer and power equipment.

Star Lab Room Rules:

Noise

Please do not let your noise level disturb others working in the Lab. If you need to use your cell phone, please step outside before making the call or answering a call.

When leaving:

- 1) Please log off (or shut down) the computer.
- 2) Always leave your workspace in better condition than you found it. Be sure to throw your trash away, clean the work surface, and put your recyclable items in the proper containers in the hallway. Don't leave papers, containers or wrappers behind.
- 3) If you use the whiteboard, please erase the contents.
- 4) Please lower and push in your chair and keyboard tray in.
- 5) If you are the last to leave, please turn off the lights.
- 6) Bringing food and drink into the Lab is discouraged. If you do spill anything, please clean it up right away.
- 7) Do not store things in the Lab.

Lab use

The Lab is also a classroom. When a class has reserved the lab, students in that class have priority to use the computers. If there is space and the class instructor does not mind, you are welcome to remain in the lab during class time provided your presence causes no disturbance to the class session. Please pay attention to the sign on the lab door. If a "Class in Progress - Please Do Not Disturb" sign is posted, do not enter the facility.

Log off of the computer when you leave the computer lab, even for a short while. There are not enough computers for each student to be logged on to a computer all day. Properly logging off will also protect your files from being changed or lost when the next user logs on. Please be considerate when using a computer that has been abandoned. Make sure the person logged on has left the lab, and try to save their files before logging them off.

Maintenance

Don't bring your bike or skateboard into the Lab. The university prohibits bringing bikes inside university buildings, as they restrict access for the disabled and impede emergency evacuation.

Feedback

Please report any feedback you have regarding the effectiveness of the lab, by sending email to request@geog.ucsb.edu. Comments are welcome on additions, improvements, or modifications to the lab's hardware, software, and policies.