# DC Media Lab Policies and Procedures

The **Digital Culture Media Lab** is strictly reserved for Digital Culture students, and is not open to other ASU students or to the public.

It is essential that each student respect the needs of other students so that all Digital Culture students have an equal opportunity to use lab resources. The Media Lab is primarily used for work on projects and assignments related to Digital Culture classes. It is against lab policy to work on projects undertaken for profit or income from a non-university third party in the Media Lab.

Use of the Digital Culture Media Lab is governed by the University Student Code of Conduct. Failure to abide by the posted policies will be considered a violation of the Code of Conduct, and the consequential actions detailed within will be taken. Sanctions range from suspension of some or all computer privileges to expulsion from the university. Students using the lab must also follow the ASU Computer, Internet, and Electronic Communications Policy: http://www.asu.edu/aad/manuals/acd/acd125.html

## 1. HOURS OF OPERATION

**Monday – Thursday:** 8:00 AM – 8:00 PM **

**Friday:** 8AM – 6PM **

**Saturday:** CLOSED **

**Sunday:** CLOSED **

**Please see the posted schedule outside of the lab for any updates to lab hours.

**NOTE:** The Digital Culture Media Lab closes at 8:00 PM sharp on Monday – Thursday and closes at 6pm sharp on Friday. Student workers may announce a 15-minute warning before closing. **All** equipment must be checked in by students by the respective closing times. Failure to do so will result in a **one-week equipment ban**.

## 2. FOOD AND DRINK

No food or beverages are allowed within the student Media Labs. The ONLY exception to this policy would be water in a closed container. This policy protects the equipment from spills that could damage or destroy computer components.

### 3. WASTE

Trash and recycling receptacles are provided for student use. They are located at the room's entrance.

### 4. CELL PHONES

Cell phone use is discouraged in the labs.

### 5. LAB ETIQUETTE

Digital Culture values an environment of collaboration that necessitates courtesy and respect toward others at all times. Any disruptive behavior will be addressed accordingly.

### 6. SANCTIONS

Misuse of the systems and usage of the Digital Culture equipment for non-university related business may all be considered violations of the ASU student Code of Honor.

### 7. EMERGENCY EVACUATIONS

Students must exit the Media Lab immediately when the alarm sounds. **There are no exceptions**. Exit the building at the closet exit point and proceed to the designated gathering space outside of the Stauffer building. Emergency evacuation instructions/designated gathering location will be posted on the inside of lab door.

The designated gathering space is located north of the Stauffer B wing and east of the 10th Street Parking Structure.

### 8. NOTICES

At various times, updated instructions and notices concerning the operation of the lab will be posted in the lab. All students will be responsible for keeping up with the information that is posted.

### 9. PROBLEMS AND ASSISTANCE

Students should notify the lab aide on duty in case of technical problems with computers or other equipment, or if there are general questions regarding usage of any equipment. If no one is available and help is required immediately, please call the School of Arts, Media and Engineering reception desk: (480) 965-9438.