

University of Washington
Department of Aeronautics and Astronautics

University of Washington Correspondence
Department of Aeronautics and Astronautics, Box 352400

INTERDEPARTMENTAL

September 19, 2008

TO: Students Requesting Access to Departmental Computing Facilities

FROM: Adam P. Bruckner, Chair
Aeronautics and Astronautics

SUBJECT: Department of Aeronautics and Astronautics Policy on Use of
Computing Facilities

The Department of Aeronautics and Astronautics requires all students requesting access to departmental computing facilities to read the A&A Computer Facilities Policy and Agreement and sign a statement that they have read and understood this document. Attached you will find a copy for you to keep. Please read the policy, sign the statement at the bottom of this memo, and return to the administrative office staff.

If there is anything that you don't understand or feel needs further explanation, please contact Brian Leverson (Rm. 311A), or me (Rm. 211E).

I, _____, have read and agree to comply with the
(print name) provisions of the UW A&A
Computer Facilities
Policy and Agreement

(signature)

(date)

* * * * *

If you anticipate connecting your computer to the departmental hard-wired network, you need to provide the following information to register for dynamic IP address assignment.

HOSTNAME

Ethernet physical address, e.g. 00-AB-1E-A4-04-46

APB:bl

Computer Facilities Policy and Agreement

The Department of Aeronautics and Astronautics has made a commitment to provide the best possible instructional computing resources to its students. We need the help of every student using our facilities to preserve the facility for every student's use, and ask that you read, understand, and sign this agreement as a condition of use of departmental computing facilities.

No Food in Guggenheim 212

Existing departmental students already know, and you will soon find out how important computer access is to your academic success. ***Funds to upgrade facilities and equipment are hard to come by; funds to clean up and repair them are non-existent.*** The department is unique in providing 24-hour access to its computer room. Food and drink stains on desks, and scum on the keyboards and mice provided clear evidence that food and drink consumption significantly deteriorated the appearance of the department's previous student computing lab.

The faculty and staff cannot and should not have to monitor the facility to ensure students treat it responsibly. The custodial staff is not responsible for cleaning the Gugg 212 lab and the department does not have funds to replace damaged computers and furniture. ***Consequently, no food is to be consumed in the Gugg 212 computer lab, and liquid consumption is limited to closable-top water bottles.*** The department has provided a lounge (Guggenheim 217) just down the hall from the lab, where food and other beverages are permitted. If there is any evidence, direct or indirect, that this policy is being violated, the lab access may be restricted to 8 a.m. – 5 p.m. Monday–Friday, when compliance can be more closely monitored. Please police yourself and your fellow students to ensure continued 24-hour access to the computer facility!

Personal Computer Use

You may connect your personal computer to the university wireless network under UW Technology provisions (<http://www.washington.edu/computing/wireless/policy.html>). You may connect to the department's hard-wired network (wallports) under the following conditions. Failure to comply with these conditions may result in loss of access privileges.

1. Provide your computer's hostname and Ethernet adapter address to the computing support staff. (See Brian Levenson, in Gugg 311A.)
2. Assign non-blank, non-trivial passwords to your user accounts; especially accounts with administrative privilege, e.g. Unix *root*, Windows *Administrator*.
3. Install and use up-to-date anti-virus software. UW site-licensed MacAfee VirusScan is included in licensed UWICK software (<https://www.washington.edu/uware>).
4. Maintain the latest patches available for your operating system, *especially* security-related patches.
5. Operate your computer only as a client, i.e., publish no services such as web (http), file transfer (ftp, webDAV), or chat (IRC) from your personal computer.

Computer Room Access

Access to the Gugg 212 student computing lab requires swiping your UW HuskyCard through the wall-mounted card reader. Restricting access to A&A students is our best means of ensuring that you have the computational tools you need. ***Never prop the computer lab open or open the***

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door to unauthorized persons. Students with a legitimate reason to be in the lab will have had their HuskyCard code added to the lock database.

Software Copyright Policy

The department follows the University of Washington's published copyright policy:

It is the policy of the University to respect the copyright protections given by federal law to software owners. It is against University policy for faculty, staff, and students to copy or reproduce licensed software on University computer equipment, except as expressly permitted by the specific software license. Also, faculty, staff, and students may not use unauthorized copies of software on University-owned computers or on personal computers housed in University facilities. Unauthorized use of software is regarded as a serious matter, and any such use is without the consent of the University of Washington.

The department has purchased legal copies of programs necessary for you to complete your coursework. The department will not condone nor support the use of illegal software. If illegal software is discovered on departmental computers, it will be deleted without prior notice.

Printer Charges

The department provides student access to high-quality computer printout. The printer use charges are as follows.

Monochrome	\$0.03/page
Color	\$0.15/page

Printouts are to be submitted through the department's Windows printer accounting server, so the student's printing account can be debited for the cost of the print job. It is your responsibility to maintain a credit balance in your printer account by making deposits with the office staff. Print jobs will not be printable if your printer account has a zero balance.

File Usage Policy

Your Windows U:\ drive is the only permanent file storage supported by the department. Your file usage is limited to academic materials. ***Non-academic materials, such as music and videos, may be deleted without notice!*** Your initial disk quota is 1.2 GB, but can be increased if necessary. Note that your U:\ drive contains the only student files that are backed up against deletion or hardware failure. Any files stored on the local hard drives of a departmental computer are temporary -- *they may be deleted at any time.*

Student Exit Protocol

It is your responsibility to take responsibility for the disposition of your computer files *at the time of graduation*. You need to purge the department's computers of your files, either by transfer to another location, deletion, or archiving to CD-ROM. Or, you need to make special arrangements with Brian Levenson. After one quarter post-graduation, files will be purged without notification. For most students this means that anytime after September 1, following their graduation in June, their account will be purged.