

Terms and Conditions of Use of the IRIS Center

By providing my signature and today's date to the bottom of this document, I, _____, acknowledge that I have reviewed, I understand, and I consent to the following:

1. The use of the IRIS Center is a privilege, and not a right. I must respect the Center space, its equipment and software, and the other faculty and student users.
2. The Center space is not a socialization space—it is for project-related activities only. Therefore, I must not provide room access or passwords to my friends or other acquaintances without the explicit, express permission of my faculty supervisor, the Center co-directors, and/or other Center staff.
3. I must reserve the computers and printing equipment for appropriate, project-related use only. This includes the use of the Internet and other online facilities.
4. I must treat the equipment and software with due care and diligence. If I notice that something is not functioning, or if something is missing (that should be there), I should notify the Center co-directors or staff immediately.
5. If my own actions result in the damage of equipment or software, I must notify the Center co-directors and staff immediately to find a solution.
6. I must consider the needs of other users when using the Center space. This includes reserving my times through the online calendar system, and communicating civilly and respectfully with others if their needs conflict with mine.
7. I must do my part to keep the Center space neat, clean, and functioning properly. This includes not eating/drinking near any equipment, cleaning up after myself, putting office materials away when I am finished, and logging-off/shutting down computers and other equipment when I am finished. Similarly, if I am the last person to leave the room (even if other bags or books remain in the room), I must turn off the lights and close/lock the door behind me.

I further acknowledge and understand that serious or repeated violations of the above code of conduct and appropriate use may result in loss of access and entry privileges to the IRIS Center. In this case, it is my own responsibility to make arrangements with my faculty supervisor to complete my assigned work in another environment, and with different equipment and software.

SIGNATURE

DATE