

# Mac Rules . . . for Multimedia Macintosh users

## Users and Priorities

In order to use a Multimedia Macintosh, students must be currently enrolled in one of the courses authorized for use by interdepartmental agreement. Accounts are generated for students enrolled in selected courses in the CCSF departments of Broadcast Media Electronic Arts, Cinema, Computer Science, Graphic Communications, Journalism, Multimedia Studies Program, and Photography.

The courses in the different departments that use ACRC Multimedia Macintosh Intranet accounts change from one semester to the next, as the needs of the departments and those of their students change. Ask your instructor if the course provides you with a multimedia account in the ACRC. Or, ask the Faculty Monitor at the ACRC Reception Desk.

## Sign in at Desk

Multimedia users are required:

- to sign in with the lab assistant at the front desk
- to show current valid CCSF student identification and photo identification
- to leave the CCSF student ID at the front desk while using the assigned computer
- to assume responsibility for picking up their student IDs when they leave the lab
- to show photo identification to claim a student ID

## Rules of Conduct

Any use of the Academic Computing Resource Center implies knowledge of its rules and the policies the college has set forth for its computer users. Students who use the ACRC must abide by *ACRC Lab Rules* and *CCSF Computer Usage Policy*, handouts available in the ACRC. Students are also expected to know and to follow the *Rules of Student Conduct* in the *CCSF Handbook*.

## Saving Your Work

Macintosh OS X accounts provide home directories (with Desktops) for users to save their work.

Students choosing to use removable media must supply their own. The lab does not sell removable storage media or make them available.

Students may save work to the secondary partition (the *Storage* partition) only for the duration of the current login session. In the interests of system integrity and individual privacy, the ACRC reserves the right to remove any files left in this partition.

## Log Out

Accounts left logged in at unattended computers will be disabled. Students are responsible for *any* misuse of their accounts.

### **Availability of Computers**

When a computer is available for immediate use, students are assured of a minimum of one hour's computer time from the time each student is assigned to its use.

If there is no one waiting for the computer a student is using at the end of the assigned hour, the student may continue to use the assigned computer until another student requests its use.

If all of the computers are assigned when a student requests an available unit, the user who has been signed in to a computer for the longest duration (beyond the one hour minimum) will be asked to logoff the computer and vacate the workspace within the shortest, most reasonable amount of time possible. *No exceptions for any reason.* Failure to comply threatens continued lab privileges.

After a minimum of 15 minutes' time, however, the student vacating the unit may request a second session of additional computer usage. A student may do this no more than once in any calendar day.

### **Swapping or Switching to Another Computer**

Students are required to use the computers to which they have been assigned.

- Do not switch to another computer for any reason. Disputes arising because of switching will result in immediate expiration of the computing session.
- If the computer assigned is malfunctioning, report it to lab personnel.
- Assignment to another computer may be requested from the lab assistant at the front desk.

### **Waiting List**

If the number or selection of available Multimedia Macintoshes cannot meet the users' demands, lab personnel will begin a waiting list.

If all units are in use or (if all units with the requested hardware/software are in use), students may place their names on a waiting list for the next available computer.

As computers become available, the names on the waiting list(s) are called according to priority.

- Names are called from the high priority users' waiting list first.
- When all of the high priority users have been assigned available units, names will be called from the secondary priority users' waiting list.
- When all of the secondary priority users have been assigned available units, names will be called from the low priority users' waiting list.
- Higher priority users who sign in after lower priority users will be assigned to available computers *before* lower priority users.

Students must remain near enough to the Reception Desk to hear their names when they are called.

- Names will be called up to three times each. If called students do not respond within one minute's time, they will forfeit their priority for a computer and their names will be removed from the waiting list.
- It is permissible for students forfeiting their places on the waiting list to add their names again at the end of the current waiting list without a minimum waiting period.

*Failure to comply with these rules may result in losing your place on the waiting list, or, in the case of a serious infraction, in the suspension of your lab privileges.*