

Student's name and surname (in block
letters – readable)**PURPOSE AND APPLICABILITY**

This policy's purpose is to regulate access to, and behavior in, our computer labs. The policy applies to all those who have access to the computer labs and use the labs' hardware and software, both during class-time and during free lab work.

INTERESTED PARTIES: INTERNAL ROLES AND EXTERNAL CLIENTS

Internal Roles: Head of the Technical Center, Web Administrator, Technical Assistant.

External Clients: Professors, students.

DESCRIPTION

The Technological Center's Labs (S11-S16-S18-S5) can be used for regular classes and as free labs (see schedule planning on the portal www.polimodaservizi.com)

- ✓ **Smoking is prohibited in the computer labs, as in all the other Polimoda spaces;**
- ✓ **Eating and drinking is not allowed in the classrooms; in any case the classroom must be left as it has been found at the start of the lessons, removing all papers and other stuff that is not part of the standard arrangement of the classroom;**
- ✓ **Technical assistants are not authorized to assist those who need to work on unauthorized data, or material that is unrelated to subjects of study;**
- ✓ **It is absolutely forbidden to change the computers' configuration;**
- ✓ **The Technological Center does not sell or lend floppy disks, CD-ROMs, usb stick, etc, and thus, users are expected to supply their own data saving materials, even during lessons;**
- ✓ **In the Technological Center's classrooms, it is FORBIDDEN to disconnect from power supply of network plugs the Computers in the room. It is also prohibited to hook up portable computers not provided by Polimoda to the network plug and to the electrical system. For all cases in which some changes to the standard classroom arrangement are needed, all the changes can be performed by Technological Center personnel ONLY. Such changes have to be concurred in advance with the Technological Center Head; teachers have to contact tutor and department head that in turn will concur the changes with Technological Center.**

Wireless connections is available in all classrooms of the Scuderie except in the computer lab and in S10.

Students need to get a password in order to use the wireless connection. Students may request such password either at the technological center (Scuderie) or the front desk (Villa Strozzi). The password has a limited validity of three months since the date of issue and requires activation within a week.

GENERAL DIRECTIONS

After registering on the www.polimodaservizi.com portal, each student will receive a user name and password in order to use the following services:

- ✓ Computers in the Technological Center
- ✓ *Polimodaservizi's* internal portal
- ✓ Laser printer (service is pay-per-use)

Users may get their Username and password at the front desk

Read and accepted
Signature:

- Students must save their work on the server in the space dedicated to this purpose. EACH STUDENT IS ALLOWED A SPACE OF 30MB
- The personnel of the Technological Center is not authorized to vary space assigned on the server, once regulations of use have been established.
- Each computer is equipped with a CD burner, that allows for continuous transfer of files in an extremely fast and simple way.
- Computer Science professors are expected to constantly check the use of space dedicated to their courses, and if necessary, restore a balanced situation.
- Users are not allowed to save files (in the lab) on the hard disk. Any material saved shall be eliminated during the weekly revision carried out by the Technological Center's personnel.
- At the end of each semester, all material saved on the server will be eliminated. Therefore, both professors and students are invited to appropriately use any necessary files before said date.

USE OF OKI 3640 LASER PRINTER

For all printing purposes, Polimoda uses a centralized laser printer **located on the first floor of the Scuderie. The service is pay-per-use, thus, students must purchase printing credit at the front desk or at the Fabric and Color Office.**

By default, the printer prints in color. Make sure you have selected the correct printing option before printing a document in black and white otherwise the cost for a color print will be charged.

Instructions:

- FIRST SELECT "PRINT", THEN
- "PROPERTIES"
- CHOOSE COLOR OR BW PROFILE

Printer Functioning

The printer can manage multiple prints from different workstations. Printing speed is 40 A4 pages per minute in black and white and 36 A4 page per minute in color.

The printer uses A3 and A4 size paper. For all the person that have document in letter format it is requested to select A4 format in the printing options before sending the print command.

Cost of Printing

The cost of one A4 page, printed in black and white is 0.05 €

The cost of one A3 page, printed in black and white is 0.09 €

The cost of one A4 page, printed in color is 0.50 €

The cost of one A3 page, printed in color is 0.90 €

Computers that are able to print:

All of the PC in the Computer labs

Who to ask for help in resolving technical problems:

Simone Biondo (Technological Center)

Stefano Betti (CED)

Fabrizio Fioravanti (Technological Center)

Polimoda is willing to offer refunds only in case of printing errors caused by technical difficulties.

Read and accepted
Signature: