

A
GUIDE TO THE
COLLEGE OF THE REDWOODS
INFORMATION SCIENCES
LAB



Updated Spring 2009

About the Lab...

The Information Science Lab is primarily for currently enrolled Information Science students at College of the Redwoods. Any CR student is allowed to use the IS lab (FM 109) for general assignments and the Internet provided there are seats available and students check in with the lab instructor on duty. The Digital Media lab (FM 108) is available only to students enrolled in DM classes or BUS 63.

Lab Hours

- Lab hours are subject to change each semester.
- Check on the door of Room FM 109 for the exact hours that the lab is open. The lab may be closed during "regular" open hours. These closures will be posted on the door of FM 109 also.
- Digital Media lab hours are not the same as IS lab hours. The current hours are posted on the IS home page at <http://www.redwoods.edu/departments/CIS/index.asp> and also next to the FM 108 interior door.

Sign-up sheets for reserving lab time are located in FM 109.

Use of the Computers

For students to get the most out of their time in the lab, they will have to follow the logging on and logging off procedure. When a student first sits down at a computer the "Welcome to Windows" login window should be on the screen. If the "Welcome to Windows" login window is not on the screen the following steps should be taken:

- Click on the start button.
- Click on Log off...
- Click on the "Log Off" button.

The "Welcome to Windows" login window should then appear in which you will enter the password specified by your instructor.

Lab Assistants

The student lab assistant is here to assist you in a variety of ways. S/he has been through many of the courses you may be currently taking, and will try to assist you with your questions(s). **It is expected that students using the lab have completed all reading and any other preparation for lab assignments before requesting help.** The lab assistants cannot be expected to know everything about every class. There are red cards available on the side of each computer to indicate you need assistance. Place that red card on top of your monitor so that the Lab Assistant is aware that you need help.

NOTE: If a Lab Assistant is NOT on duty please do NOT interfere with their lab time. If a Lab Assistant or Instructor is busy helping another student, please be courteous and don't interrupt.

Lab Instructors

The Lab Instructor is available to assist students with questions. **It is expected that students using the lab have completed all reading and any other preparation for lab assignments before requesting help.** There are red cards available on the side of each computer to indicate you need assistance. Place that red card in the cardholder on top of your monitor so that the Lab Instructor is aware you need help.

Tutoring

If additional one-on-one assistance is needed, please contact the Academic Support Center in the Learning Resource Center (LRC).

Special Classes

The computer lab consists of four rooms: FM 108, 109, 110, and 111/112. FM 109 is the drop-in lab. FM 108 is the Digital Media lab. Please refer to the schedule posted on the doors and on the IS home page for room availability. The other two rooms are classrooms, and are only available to students during regular class time.

Room FM108

This Room is for DM and some BUS students **only**. There are 20 computers with hard-disk drives, CD drives, and Zip drives, and one Macintosh. There are a variety of peripherals that Digital Media Instructors will advise students how to use.

Computer sign-ups for Digital Media students are located in FM109.

Room FM109

There are twenty computers in Room FM109 available to all IS students.

Room FM110

There are thirty-two computers in Room FM110 dedicated to instruction. FM110 is only available during class time, and only to students enrolled in the class.

Room FM111/112

There are twenty-nine computers in Room 111/112 dedicated to instruction. FM111/112 is only available during class time, and only to students enrolled in the class.

Equipment Problems

If any equipment problems occur in the Lab, please contact the Lab Instructor or Lab Assistant. This includes printers being out of paper or toner low message on printer.

Student Lab Use

Students reserve specific lab hours at the beginning of the semester. The key to a smooth schedule transition is cooperation. Please cooperate with your fellow students and lab staff with concern to the lab schedule. Sign-ups usually begin the first Thursday of the semester. Students should sign-up for the amount of hours required for their class – all other hours that they use will be “drop-in” hours.

To aid in a smooth running lab, the following guidelines are used:

1. Students more than **TEN** minutes late for their scheduled lab time will lose their computer to a “drop-in” student.
2. When the lab is full, students are responsible for vacating a computer at the scheduled time. Students who fail to do this will lose lab privileges.
3. When the IS Lab is full, there will be a waiting list on the white board of Room FM 109 for BT, BUS, and CIS students and FM 108 for DM students.
4. “Drop-in” use of computers is on an **HOURLY** basis. This means at the end of the “drop-in” hour, if the IS Lab is full (and there is a waiting list) a student using a computer who is not scheduled for lab time **MUST** vacate the computer and add their name to the end of the waiting list.
5. When the IS Lab is full, guests and people surfing the web or using chat rooms will be the first that are asked to leave.
6. Due to limited resources, playing games on the Internet will be discouraged. Games that need to be installed or that play off of portable disc drives are not allowed.

Local Area Network

All the computers in the IS Lab are part of the lab's local area network (LAN). The IS Lab network is comprised of over 100 workstations, a file server, and three laser printers. In addition, computers in the Forum lecture rooms are connected to the network for classroom demonstrations. The network allows the computers to communicate with the file server and printers.

Printing

Students are required to pay for each document they print. GoPrint cards can be purchased and re-charged at the LRC. Students may also charge money to their Student IDs. GoPrint stations are located next to the printers in FM109 and FM111/112. Every student computer monitor is numbered by room and position. Please note this number when sending a job to the printer because you will need to know it to determine which job to pay for.

Rules and Regulations

Rules of Conduct

Due to the large number of students and the variety of different classes offered, we have imposed certain "rules of discretion". Although talking is necessary, students and staff are asked to keep conversations at a low level. **ANYONE** causing a disturbance will be asked to leave the lab. If there is someone who is disturbing others, please bring it to the attention of a Lab Instructor or Assistant.

There is **ABSOLUTELY NO EATING, DRINKING, OR SMOKING IN THE LAB**. This is for the protection of the equipment and comfort of others. For some of us, it may seem as if we live here. Therefore, all of us must do our part in keeping the lab clean. This includes picking up loose papers and keeping chairs pushed in. **PLEASE RECYCLE WHITE PAPER**. Recycle receptacles are placed in each room and are clearly marked.

Rules of Use

The following rules of use are strictly enforced:

1. **COPYING COMMERCIAL SOFTWARE: STRICTLY PROHIBITED.**

Due to copyright laws, no one is allowed to make copies of software programs, documentation, or other lab resources. This includes software brought into the lab. Anyone violating this rule will lose all IS Lab privileges for the semester.

2. **UNAUTHORIZED ACCESS OF THE LAN: PROHIBITED.**

UNDER NO CIRCUMSTANCES will students be allowed access to any accounts other than their own. Lab personnel will monitor the lab for this violation. Anyone who violates this rule will, **AT THE LEAST**, lose his/her lab privileges for the remainder of the semester.

3. **USE OF OWN OR OUTSIDE SOFTWARE: PROHIBITED.**

In an attempt to discourage the use of pirated software to protect against the incursion of viruses and to protect the integrity of the IS LAN, use of non-lab software is prohibited and anyone violating this rule will lose lab privileges. This includes downloading or installing outside software.

4. **UNAUTHORIZED INTERNET USE: PROHIBITED.** Students may use the Internet to complete lab assignments at their instructor's request. Displaying or downloading offensive material will result in immediate loss of lab privileges. The instructor on duty has the final say concerning Internet usage. Printing Internet content in the IS Lab is prohibited. Any Internet printing assigned by an IS Instructor must first be approved by the Lab Instructor on duty.

Refer to College of the Redwoods Board of Trustees Policy #824 for regulations concerning usage of College information resources.

Copyright Restrictions

FAIR USE GUIDELINES FOR EDUCATIONAL MULTIMEDIA

From the Educational Multimedia Fair Use Guidelines Development Committee, July 17, 1996

Applicability of These Guidelines

These guidelines apply to the use, without permission, of portions of lawfully acquired copyrighted works in educational multimedia projects which are created by educators or students as part of a systematic learning activity by nonprofit educational institutions.

By Students

Students may incorporate portions of lawfully acquired copyrighted works when producing their own educational multimedia projects for a specific course.

Portion Limitations

Portion limitations mean the amount of a copyrighted work that can reasonably be used in educational multimedia projects under these guidelines regardless of the original medium from which the copyrighted works are taken.

Music, Lyrics, and Music Video

Up to 10%, but in no event more than 30 seconds, of the music and lyrics from an individual musical work. Any alterations to a musical work shall not change the basic melody or the fundamental character of the work.

Motion Media

Up to 10% or 3 minutes, whichever is less.

Text Material

Up to 10% or 1000 words, whichever is less. An entire poem of less than 250 words may be used, but no more than three poems by one poet or five poems by different poets from any anthology may be used. For poems of greater length, 250 words may be used but no more than three excerpts by a poet, or five excerpts by different poets from a single anthology may be used.

Illustrations and Photographs

Under these guidelines a photograph or illustration may be used in its entirety but no more than 5 images by an artist or photographer may be reproduced or otherwise incorporated as part of an educational multimedia project. When using photographs and illustrations from a published collective work, not more than 10% or 15 images, whichever is less, may be reproduced or otherwise incorporated as part of an educational multimedia.

Notice of Use Restrictions

Educators and students are advised that they must include on the opening screen of their multimedia program and any accompanying print material a notice that certain materials are included under the fair use exemption of the U.S. Copyright Law and have been prepared according to the multimedia fair use guidelines and are restricted from further use.

Attribution and Acknowledgment

Educators and students are reminded to credit the sources and display the copyright notice and copyright ownership information if this is shown in the original source, for all works incorporated as part of the educational multimedia projects prepared by educators and students, including those prepared under fair use. Crediting the source must adequately identify the source of the work, giving a full bibliographic description where available (including author, title, publisher, and place and date of publication).

The credit and copyright notice information may be combined and shown in a separate section of the educational multimedia project. (Further explanation of how to give credit does say that copyright information for images should be shown with the image.)

Notice of Use Restriction

Educators and students are advised that they must include on the opening screen of their multimedia program and any accompanying print material a notice that certain materials are included under the fair use exemption of the U.S. Copyright Law and have been prepared according to the multimedia fair use guidelines and are restricted from further use.

Disregard for the Rules

Use of the computer lab is provided in order to further the educational goals of the students. Please observe and follow all posted rules and procedures. Students who disregard the posted rules will be dealt with in accordance to College of the Redwoods Board Policies.

Virus Protection

Anti-virus software is installed and up to date on each workstation and will automatically scan files used on the machine. If a file is discovered to have a virus, an alert will prompt the user how to take appropriate action. If a message appears on-screen while you are working, please get assistance from the instructor or lab assistant on duty.