

Campus Guide: Downtown Campus

Welcome to The Art Institute of Vancouver!

As a new student of The Art Institute of Vancouver, you are sure to have many questions about what services are available to you and how you can utilize them. This Campus Guide is intended as a supplement to your Academic Calendar. It covers information that is unique to the Burnaby Campus plus various services, policies and procedures that you need to know to get started. For complete details concerning policies, procedures and the resources available please refer to the Academic Calendar.

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Students enjoying a free henna artist at Student Appreciation Day!

The Art Institute of Vancouver reserves the right to change the policies contained within this campus guide from time to time. Notice is not required for a new policy to take effect, however The Art Institute of Vancouver will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions or other methods deemed appropriate by the college administration. This campus guide is not intended to create a contract between the student and The Art Institute of Vancouver.

Welcome to The Art Institute of Vancouver!

Campus Hours

See insert in Orientation Package for Campus Hours.

Winter 2007 Quarter Dates

- **1st Day of Instruction:** Tuesday, January 2, 2007
- **Last Day of Instruction:** Saturday, March 17, 2007
- **Quarter Break:** Sunday, March 18 to Sunday, April 1, 2007
- **First day of classes in Winter 07 quarter:** Monday, April 2, 2007

Statutory Holidays

- Monday, January 1, 2007

All buildings are closed on statutory holidays and re-open at 8:00am the day after the holiday. Please note that we follow British Columbia Student Loan policies with regards to rescheduling classes. A class will be rescheduled only if the same class on the same day/time has already had one cancellation.

Important Deadlines

Schedule & Course Section Changes

Section changes will be allowed from **noon, December 28, 2006 until 4:00 pm January 5, 2007**. No changes will be accepted after **4:00 pm on January 5, 2007**.

Section change forms are available at the Registrar's Office on the 6th floor of 1090 W. Georgia Street. Students will be notified through the provided contact information as to whether your change was possible or not.

No class "hopping" is allowed as we must keep track of each student's attendance for their scheduled classes. For example, if you are scheduled for ASM200 Section B, you cannot attend Section C because you like that time slot better.

Withdrawal Deadline

- The deadline for withdrawing from a class without having the course appear on your transcript is **Friday January 5, 2007**.
- The deadline for withdrawing from a class without having a grade appear on your transcript (W will appear and not factor in GPA calculation) is **March 3, 2007**.

NOTE: Withdrawing from a course may mean withdrawing from your program, which has financial implications as outlined in the PCITA (Private Career Training Institution's Agency of British Columbia, formerly PPSEC) directive within your Student Enrollment Agreement. This can include 'taking a break' from your studies. If you are making any change to your studies, you need to contact your Academic Director to discuss the implications which could include refunds or withdrawal penalties.

Services

Outlined below is a summary of several of the services offered at The Art Institute of Vancouver. Please check your Academic Calendar for additional information.

Student Financial Services studentfinance@aii.edu

Our Student Financial Services department will help guide you through the maze of financial options available to you. They will assist you in completing the various student aid forms, and put together a financial plan that's right for you. To make an appointment with SFS you can visit the Reception desk located on the 7th floor at 1090 West Georgia St.

Student Accounting studentaccounting@aii.edu

If you need to make a payment to the school you need to contact Student Accounting. To see the Student Accountant, please visit the 6th floor at 1090 West Georgia.

Registrar

If you have any questions or business pertaining to Transcripts, Schedule Change Forms, Course Challenges, confirmation of enrollment or matter of attendance you will need to see the Registrar's office. The Registrar's Office is located on the 6th floor at 1090 West Georgia St.

Academic Directors

Academic Directors provide information on general education requirements, options, and goals, clarify policies and procedures, monitor academic progress, resolve any academic concerns, and direct students to other institutional resources as needed.

The Academic Director for the following programs are located on the 7th floor at 1090 West Georgia: Interior Design & Fashion Design, Game Art & Design, Animation Art & Design, Event Planning and Promotions Management.

The Academic Director for the following program is located on the 8th floor at 570 Dunsmuir: Graphic Design & Interactive Media Design.

Student Affairs aivstudentaffairs@aii.edu, <http://studentaffairs.artschool.com>

Student Affairs coordinates events and activities that will enrich your experience at the school and also serves as a liaison to the various departments at the school so don't hesitate to contact us if you have any questions or suggestions. The Student Affairs office is located on the 6th floor at 1090 West Georgia Street.

Counseling Services counselor@aii.edu

All students have access to free counseling services provided by a trained clinical counselor. The counselor is available to students at all campus locations and provides services to students dealing with a variety of issues. Common areas of focus in counseling are: stress, anxiety, relationship issues, depression, anger management, time management, procrastination, sexual orientation and gender issues, balancing school/work/family demands and self-harming behaviors. To make an appointment, please contact the Reception desk at your campus or email the counselor directly at counselor@aii.edu.

Career Services careerservices@aii.edu

The Career Services office assists students, while enrolled and after graduation, in finding jobs appropriate to their needs. We encourage you to meet with your Advisor early into your education in order to gain information that can keep you focused on your career goals.

The Career Services department is also home to the Student Employment Advisor, Rachel Armstrong, who works with current students to find part time work while they are attending the school, as well as assist students with resume writing and interviewing etiquette. The Career Services office is located on the 6th floor at 1090 West Georgia St.



If you have any questions for the Career Services department, email:

- Interactive Media Design, Fashion, Animation: Carole Robson <crobson@aii.edu>
- Interior Design, Graphic Design: Marcos Armstrong <marmstrong@aii.edu>
- Student Employment Advisor: Rachel Armstrong <rarmstrong@aii.edu>
- Or for general inquiries: <careerservices@aii.edu>

Important Info

Rescheduled Classes

It is the intention of the school to NOT cancel classes. We make every effort to maintain your education schedule. Please understand that emergencies may occur and in these cases, classes may be cancelled or rescheduled. We follow The Art Institute's policy and provincial regulations so that a class will be rescheduled due to a statutory holiday only if the same class on the same day/time has already had one cancellation due to a statutory holiday. Therefore, in the Winter 2007 quarter, there will be no classes rescheduled due to statutory holidays.

Students are not phoned with regards to class cancellations. The Student Affairs website is completely up-to-date with class cancellation and class makeup information. Please check this website daily for updates: <http://studentaffairs.artschool.com> In addition, class cancellation information is posted outside the Registrar's Office at 1090 West Georgia.

Scheduling Week

In the 7th week of each quarter, students should be checking their school email accounts for the date that their schedule for the upcoming quarter will be available on their Ai online account (under Academic Services). This is an unofficial schedule and is subject to change. You will receive an official hard copy of your schedule immediately prior to the quarter. If you are thinking of making any changes (lightening your course load, withdrawing etc), you must see your Academic Director immediately.

Student Lounge

There is a student lounge located on the 6th floor at 1090 West Georgia which contains a microwave, kettle and fridge. All food and drink should remain in the student lounge. It is every student's responsibility to clean up after themselves and ensure these areas are kept clean and tidy. Please see Food & Drink Policy for important related information.

Food & Drink Policy

No food is allowed in any classroom at anytime. All other beverages must be in an approved container only.

Telephones

There is a public telephone located on the 6th floor at 1090 West Georgia St. The Art Institute of Vancouver cannot take any personal calls for students, with the exception of emergency calls, which are taken and immediately given to the student. Office telephones are not available for student use.

Suggestion Box

The Suggestion Box is located at the Registrar's counter on the 6th floor at 1090 West Georgia St. You may also email your suggestions to Student Affairs at <aivstudentaffairs@aii.edu>

Bag Policy

- Bags must be a reasonable size. For example, backpacking packs are not permitted. Do not exceed the size of 40L backpacks.
- Bags must be kept under desks. They are not permitted in the hallways, classroom aisles or doorways.
- Bags must be kept to a minimum. No more than two bags per student.
- The Art Institute of Vancouver reserves the right to search student bags at any time.

Student Volunteers and Clubs

The Art Institute of Vancouver encourages students to get involved in contributing to the development of the school culture. There are a number of clubs that you can be involved in and/or you can contribute



ideas for new clubs. For more details see the Student Affairs Website
(<http://studentaffairs.artschool.com>) or email aivstudentaffairs@aii.edu.

Communication to Students

Student Affairs Website <http://studentaffairs.artschool.com> – this is the main source of information for students and should be **checked daily**.

School Email Account – School email accounts are also used extensively to communicate with students and should be **checked daily**. To access your email, go to: <http://stu.ait.edu/> and log in using the username and password provided in your Online Services System (OLS) letter that you received along with your schedule.

Campus Resources Website <http://cr.artschool.com> – this is where you can manage your account plus technical notes are available.

Bulletin Boards – there are a number of bulletin boards throughout the campus that should be checked on a regular basis for important announcements.

Student ID Card & Access Cards

A Student ID Card will be needed to enter all student areas. Please wear your pass and picture ID in a manner that is visible while at school. Your School I.D is to be on you at all times to be presented when requested by Security and school staff. All I.Ds are issued per Quarter and must be renewed every Quarter. The Security and Safety Policy is outlined on page 29 of the Academic Calendar.

In the event that you forget or misplace your ID card you need to obtain a temporary Day Pass from Campus Resources. You are allowed a maximum of three day passes per quarter, after which you will be required to purchase a new card for \$10.00 plus taxes. This applies to lost cards as well.

If you need your I.D updated, see Security at 570 Dunsmuir. Dunsmuir Elevator Cards can also be picked up from Dunsmuir Security.

Security Contact Information

Dunsmuir Security: 604-630-0511

Monday to Thursday 7:30 am to 11:00 pm

Friday and Saturday 7:30am to 6:00 pm

Important: You will require your access card to enter both campus locations (1090 West Georgia and 570 Dunsmuir) after 6:00pm as the doors and elevators lock off and access is restricted to only those with an access card. Please ensure you bring your Student ID and Access Card to school with you every day. If your cards are not working properly, please see Campus Security on the 6th floor of 570 Dunsmuir.

Student Number

Please take note of your five-digit student number on your schedule. You will need to know this number for administrative purposes.

Fire and Safety

The Art Institute of Vancouver has several First Aid Attendants. Should you need any assistance, do not hesitate to contact Campus Resources (6th floor at 1090 West Georgia or 8th floor at 570 Dunsmuir) or the Reception desk located on the 7th floor at 1090 West Georgia Street. In case of fire or emergency, the bells will sound and you will be instructed by the fire wardens of the necessary procedures. Please follow the instructions of the wardens.

General Conduct

- **Noise Level** – Noise level is to be kept at a minimum in group study areas and classrooms.
- **Cell Phones** – You are advised to switch off your cell phones in the classroom. All cell phone calls are to be taken **outside** of the study areas.
- **Headphones** – Headphones are to be used in all public study areas while listening to music.
- **Video Games** – Playing video games during class or class hours is unacceptable.
- **Offensive Material** – **zero tolerance** policy on offensive material (i.e. pornographic in nature). If material of this nature is found present on your computer, you will be removed from the program.

For complete details on general conduct, please review the full Student Conduct Policy found in the Academic Calendar.

Technical Orientation – Campus Resources

Campus Resources

Campus Resources is a community of staff and systems put in place by The Art Institute of Vancouver to better serve students' needs while attending school. These resources include but are not limited to Facilities, Security and Technology.

This document has been created to provide preliminary information to new students. Use of all campus resources are governed by the policies & guidelines listed in this Campus Guide as well as those published in the Academic Calendar so please take the time to read them over, as use of school resources in a manner that is not compliant with such policies & guidelines may result in disciplinary action including suspension or dismissal.

Campus Resources Online

Please see the username and password provided with your schedule in order to access the Campus Resources website as well as all other classroom computers.

Campus Resources <http://cr.aiv.artschool.com>

Campus Resources is a web based interface that allows students and staff access to extended functionality and information. Campus Resources allows students to:

- Perform course, facility and instructor evaluations
- Change your Network password
- Submit an Action Request

Action Requests - How to help us help you

Technical Services, Security and Facilities rely on the community to report any concerns to Campus Resources. If you encounter a problem with a computer, a piece of equipment or have any Facilities issues, please submit an Action Request. Include as much detail as possible (such as the computer station number which is on a sticker on top of the computer) in the report along with your user information.

The more detailed and accurate the information, the quicker we can resolve the issue. This helps us help you. Filling the request in online offers you advantages because you can check on the status of a report you've submitted. If you include an email address we can also notify you when the problem is resolved. This is also a preferred method for us as it allows better tracking of the faults and their resolutions.

You can submit an Action Request a number of ways:

- Submit the form online at <http://cr.aiv.artschool.com>
- Visit the Campus Resources located on the 6th floor next to Lab 4 at 1090 West Georgia or in Room 813 at 570 Dunsmuir.

Equipment Sign-out

Campus resources has a limited amount of equipment available for student and faculty sign-out for in class presentations or for working on projects. Equipment is available on a first Come-First served basis so please book early! Students are responsible for the equipment and will be required to pay for the cost of any repairs or replacements of equipment broken or lost while they are in possession of the equipment. Items available include:

- Laptop/Projector

- Digital still camera
- Professional Video Camera, tripod
- Lighting kits

The main purpose of this equipment is for educational use at the school locations during regular school hours. In some situations students may sign out equipment overnight but they will need to get approval from their Academic Director. Some equipment such as the video camera requires that a student has proven they are competent in it's safe use and operation.

Scan and Print Station

We have a station with a large format, high speed scanner with document feeder and large format black and white laser attached. This station offers excellent imaging and color matching for student artwork as well as allowing high-speed scanning. It is located in the hallway across from Lab 2 at 1090 West Georgia.

Instructions for its use are:

- Open Epson's scanner utility. Click Start > Programs > EPSON Scan > EPSON Scan.
- Select Office Mode from the drop-down menu at the top right.
- Under the Destination section select the Document Source. Use "ADF – Single-sided" to copy from the Auto Document Feeder on top of the scanner.
- Select the desired resolution. We recommend 150dpi.
- Click the Scan button and name the files to be saved using the prefix field. Each scanned file gets saved to the D: drive with this prefix as the file name.
- Place the documents to be scanned face up in the ADF.
- Select the Image Format and click OK, starting the scan.
- Open the D: drive in My Computer.
- Multiple-select all the documents you just scanned.
- Select Print from the File menu in Windows Explorer.
- Go through the Windows Printing Wizard, selecting the printer to which you want to print.
- Remove the files from the D: drive or if you would like to keep them move them to your H: drive.

Printing

Printing and photocopying is done based on a quota system. Students are allocated separate quotas for printing and photocopying based on their program. After they have used up the credits in their quota, they must purchase more in order to be able to print or photocopy. When purchasing credits please specify whether you want them for printing or photocopying.

Printing and copying costs vary based on page size and if you are printing black and white or color.

The following table shows a breakdown of printing costs:

B/W laser printer	\$0.10/Page
Color Laser printing	\$0.15/Page
Plotters	\$0.06/Inch
Black/white photocopying	\$0.10/Page
Color Photocopying	\$0.15/Page

The following is an example of a 24" x 36" job printed from the HP500PS plotter. At .06 cents per inch the total for that print job would be $24 \times 0.6 = \$1.44$

Available Printers and their locations

Printer Name	Description	Location	Access
BW_FacXerox	Photocopier/printer	6th Floor-Faculty Workroom	Faculty Only
BW_8150	Black and white	6th Floor-Outside Lab 3	Student/Faculty
CL_500PS	Color Plotter	7th Floor-Outside Lab 5	Student/Faculty
CL_4600	Color Laserjet	7th Floor-Outside Lab 5	Student/Faculty
CL_5550	Color	Dunsmuir Open Lab	Student/Faculty
DJ_130PS	Color Large Format	Dunsmuir Open Lab	Student/Faculty
BW_4250	Black and White	Dunsmuir Faculty Workroom	Faculty Only

Installing a printer on a Windows PC

By default all printers should be mapped when you log into a PC. If for some reason they are not, here is the procedure to add a printer:

1. After logging on to your computer, go to **Start | Printers and Faxes**
2. Find and Select **"Add a Printer"** (under Printer Tasks in Windows XP)
3. The Add Printer Wizard opens up. Press the **"Next"** button.
4. Select **"A network printer, or a printer attached to another computer"**, press next.
5. On the "Specify a Printer" dialogue, select **"Connect to this printer...."** And press Next.
6. Double-click on the **VDDC1** computer icon to expand it, and then double-click on the CanonIR2 printer object (or a different printer object if desired).
7. When Windows XP asks if you want to use this printer as the default printer, select "Yes", then "Next".
8. Select finish, completing the installation.
9. This printer will now be available to you on your current workstation.

Installing a printer on a Mac

All printing including the Macs is accomplished through Windows Printing. Use the following procedure to add a printer on the Mac. Printers will need to be added each time you login. Please note that direct printing from the Mac to the DJ_130 is not presently supported however you can print your files to it from a PC.

1. An application called **PrinterSetup Tool** launches at login. It is a brushed steel window which asks for your password. It is also located in the dock if you want to add printers later.
2. Enter your password (the same one used to login) & click the blue **Mount** button.
3. The HP 5550 printer will mount with all the appropriate drivers & options selected.

Network and File Storage for Windows PCs

- At Ai Vancouver, all computers, servers, printers, students and faculty are members of a Windows Domain called **Vancouver**
- The Main Servers are **VDDC1** Georgia Street, **DMRDC1** at Dunsmuir Street, they are where you will store all your files.
- You cannot access the servers between locations, so if you are at Georgia Street you can't access the server at Dunsmuir street, and vice-versa.
- When you log on to any of the lab computers and go into My Computer, you will see several drives:

Local Drives (Drives that are physically on your computer):

- C:** This is where the operating system is; you can't save or delete any files here.
- D:** This is extra temporary storage for working on projects. You can save here temporarily while you are working here, but it is available to anyone who uses the computer and may be deleted by anyone. Hint: Not a good place to permanently save your work!!

Student Drives (located on Server VDDC1 at Georgia, DMRDC1 at 570 Dunsmuir)

- H:** Otherwise known as your HOME folder.
 - Your H: drive is central network storage space each student receives.
 - Servers are purged every quarter and no data is retained
 - AiV does not perform backups. You are responsible for the integrity of your own data.
 - Individuals are allocated a hard limit known as a quota based on enrollment

It is also recommended that you copy your projects to the D: or Media drives when you work on them. Working across the network could cause you to have problems and is not supported.

- S:** This drive is viewable by Staff and Students, and has two folders. Each instructor must make their own personal folder and manage its contents within these two folders:
 1. **Assignments:** students may cut and paste assignments in their instructor's folder, and once they "drop" their assignments there they can't open, modify or delete their assignments.
 2. **Materials:** this is a folder for Instructors to post examples, assignments, etc to share with students. Students may open and copy items from here but they can't delete or modify.
 3. **Help Files:** this folder contains various PDF help files for your use, including manuals for equipment that can be signed out by students as well as instructional files on to set up printers & connect to the Font Reserve Server, etc. Students can open & copy files from here but they can't delete or modify.

Remember to log out after you are done, if you do not, you leave your data open for others to access.

Network and File Storage for Apple Computers

- At The Art Institute of Vancouver, all computers, servers, printers, students and faculty are members of a Windows Domain called **Vancouver**
- The Main Server is called **DMRDC1**, it is where you will store all your files.
- When you log on to any of the lab computers and go into My Computer, you will see several drives:

Local Drives (Drives that are physically on your computer):

System

This is where the operating system is; you can't save or delete any files here.

Media

This is extra temporary storage for working on projects. You can save here temporarily while you are working here, but it is available to anyone who uses the computer and may be deleted by anyone. Hint: Not a good place to permanently save your work!!!

Student Drives (Drives that are located on the server DMRDC1)

Home folder

When you log in on the Mac you will have access to the same home folder you do on the PC. This will appear as a folder on the desktop underneath the System and Media drives. It will be labeled with your username (ie: jdoe).

You can save your work here, but your disk space is limited and backing it up is your responsibility. We recommend you get some blank DVDs and keep current copies of your projects.

Remember to log out after you are done, if you do not, you leave your data open for others to access.

StudentShared

The STUDENTSHARED volume mounts automatically at login and will appear on the desktop. A shortcut to STUDENTSHARED is also located in the dock on each workstation. This is same as the **S:** drive when logged into a PC workstation.

The volume contains the following folders:

Assignments: students may cut and paste assignments in their instructor's folder, and once they "drop" their assignments there they can't open, modify or delete their assignments.

Materials: this is a folder for Instructors to post examples, assignments, etc to share with students. Students may open and copy items from here but they can't delete or modify.

Help Files: this folder contains various PDF help files for your use, including manuals for equipment that can be signed out by students as well as instructional files on to set up printers & connect to the Font Reserve Server, etc. Students can open & copy files from here but they can't delete or modify.

Accessing the Instructor Media Drive

1. Select the **Network** icon from the sidebar in any finder window.
2. Select the **Vancouver** folder.
3. In the list that appears choose either **AIV817-Inst** or **AIV818-Inst**, depending on the classroom you are in.
4. In the window that appears make sure **Media** is selected (it will be the only choice) & click **OK**.
5. Ignore the next window that appears by pressing **OK**. No passwords are needed to access **Media** drives.
6. The **Media** volume will appear on your desktop.

Connecting to the Font Reserve Server

This procedure will need to be done the first time you log into a particular computer, and subsequently onto each other computer you log into for the first time. Providing you sit at the same machine you will not need to do this more than once unless your user account on a machine becomes corrupted and needs to be re-created.

1. The '**Reconnect to Font Server**' dialog box should come up automatically when you log on for the first time. If it does not, Double-click **Font Reserve Client** located in /System/Applications/Font Reserve Client or the Font Reserve icon in the dock.
2. If not already entered, enter '172.21.197.20' under the **Host Address**.

3. If not already entered, enter '3403' under **Port Number**.
4. If not already entered, enter 'FontServer' under **Database Name**.
5. Enter 'student user' under **User Name**.
6. Leave the **Password** field blank.
7. Check **Deactivate all fonts when connect'**
8. Click **Connect** and wait for Font Reserve to open.

Guidelines for Acceptable Use of the Art Institute of Vancouver Campus Resources

Use all computers and communications resources in a manner consistent with the ethical principles set forth by The Art Institute and with accepted community standards. All files stored on The Art Institute computer systems are subject to review at any time.

Respect the privacy of others.

Do not seek information, obtain copies of, or modify files, media or passwords belonging to others.

Respect the rights of others.

Comply with all The Art Institute policies regarding sexual, racial or other forms of harassment. Do not engage in any behavior that violates any of our policies, or that would interfere with the proper use of The Art Institute resources by others.

Respect the legal protection provided by copyright and licensing of programs, data and other sources of information.

Do not distribute or make copies of software without the permission of the copyright holder. Do not download or install any software on The Art Institute computers or networks.

Respect the intended use of computing resources.

Use all computing and communications facilities only for the purposes for which they are intended. The Art Institute computing resources may only be used for educational purposes.

Respect the integrity of computer systems, networks and facilities.

Do not use programs, transactions, data or processes that infiltrate computer systems or damage or alter their software, data components or configurations. Do not alter the configuration of any Art Institute computer.

Respect the need for system and network security.

Do not attempt to infiltrate or bypass security arrangements, or The Art Institute unauthorized access to facilities, resources, systems or networks.

Respect the intended usage of systems for electronic information exchange, including the Internet.

The user bears the responsibility for any material he or she chooses to access, send or display. Internet access provided by The Art Institute may not be used in any way that violates The Art Institute policies, or federal, provincial and local laws or statutes. All student use of the Internet must be in support of the written curriculum. Do not use the Internet for entertainment purposes, including but not limited to chatting, checking your e-mail during class, downloading software, music or other files, viewing pornography or other unsuitable material.

Internet Access & Appropriate Use

Internet access is provided at The Art Institute for the sole purpose of supporting the written curriculum. Students may access the Internet in the computer labs only for course-related work and in compliance with the guidelines set forth in this manual.

- Internet access in the computer labs is not to be used for chatting or recreational web surfing.
- Students may not use The Art Institute of Vancouver Internet access to download software or to view or download pornography.
- All Internet access is subject to monitoring at any time.

Classroom Rules

The goal of the Campus Resources Department Staff, the Technology Committees and Administration is to assure the integrity of lab systems and equipment, to optimize student access and to maximize utilization and maintenance of computer resources.

Failure to adhere to the following rules may result in the suspension of computer lab access privileges and/or probation or other disciplinary action. Malicious or mischievous acts resulting in damage to equipment or software may result in permanent suspension from the Institute.

- No food is allowed in any of the labs at anytime. Drinks are allowed in labs in approved containers only.
- Lab computers have standard configurations. No modifications to the DOS, Windows, or MAC environments are allowed.
- Loud, unruly or other behavior disruptive to other students in a lab is unacceptable and will not be tolerated.
- Students may not download or install software of any kind into any computer. This includes, but is not limited to fonts, software programs, plug-ins, file sharing applications, Internet browsers, and Instant Messenger and ICQ programs.
- Any attempt to copy software from any of the school computers, or by using school computers or other equipment may be an illegal act that violates copyright laws and will result in disciplinary action. It is the responsibility of the user to understand and abide by relevant laws. Criminal prosecution may be pursued.
- Do not attempt to bypass the security arrangements in any computer or computer systems.
- Students must return any checked-out equipment in its original and working condition. Students will be charged for the cost of repair or replacement of any damaged or lost equipment.
- Hard drives in The Art Institute computers and servers provide temporary file storage (h:drives) while working and are purged of user files on a quarterly basis - sometimes without notice. The Art Institute does not back up student storage (h:drives). The student is responsible for maintaining a current backup of his or her files on removable media at all times.
- Please be careful as you put videotapes into the equipment decks. Use caution and check to be sure that there are no post-it notes or unsecured labels. Do not insert pencils, gum, etc. into the equipment.
- Use of any campus resources to perform any illegal activities is strictly prohibited.