

**MUSIC TECHNOLOGY LAB
(BRADFORD HALL G8)**

USE POLICIES

General

1. The Music Technology Laboratory is open for use only by Music majors, declared Music Performance Minors, and Music Area faculty.
2. Students who are currently working on class-related projects have priority use of the music workstations.
3. The Music Technology Laboratory provides curriculum support for the Music Area. Use of laboratory equipment for non-curricular or leisure purposes (e.g., games, net browsing, webmail, etc.) is not allowed.
4. Accessing pornographic websites and materials is prohibited.
5. No food, beverages, chewing gum, tobacco products, or other consumables are allowed in the Music Technology Laboratory at any time.
6. Unauthorized removal of any equipment from the Music Technology Laboratory is considered theft and will be reported to University Police for their action.
7. All technical problems should be reported to the laboratory supervisor.
8. Modification or moving of cabling and/or physical layout of music workstation equipment is not authorized.
9. Temporary saves of course-related work to the computer hard drives is authorized; all files are to be deleted at the end of the class—hard drives will be checked frequently and all unauthorized files will be deleted.
10. Upon leaving the Music Technology Laboratory, close all open applications; return the computer to its Windows desktop; turn the volume control on the computer sound system to its minimum setting, then switch it off; switch off the keyboard synthesizer; **DO NOT** switch off the computer.
11. Insure that the workstation chair is positioned neatly in front of the computer keyboard shelf; ensure that the keyboards, mouse, monitor, and speakers are properly positioned for the next user as a matter of courtesy.
12. Entrance into the Music Technology Laboratory during class laboratories by non-class participants is not allowed.
13. The Music Technology Laboratory no longer provides headphones; students must provide their own headphones with a stereo miniature plug, if class-related work involves sound playback—use of the computer sound system in an open environment is disruptive and is not allowed unless authorized by the instructor or laboratory supervisor.

Intellectual Property

1. Installing and/or removal of software—operating system, applications, utilities, screen savers, etc., or changing computer or software configurations is prohibited.
2. Making unauthorized copies of Music Technology Laboratory software is prohibited. This is illegal and could get you, the Area of Music, and KSU into serious legal trouble.
3. Unauthorized copying of intellectual property, i.e. software, or allowing others to do so makes the user subject to prosecution under federal intellectual property laws.

4. All shareware or freeware authorized by an instructor or the laboratory supervisor to be downloaded or obtained through other means, as well as applications resident on the hard drives must be used in accordance with the user license agreements.
5. Use of peer-to-peer file sharing software, such as Kazaa, Gnutella, Bear share, and others is prohibited, and students and faculty who do so on Music Technology Laboratory workstations will lose the privilege of using the facility and its resources.
6. Students and faculty who illegally download or attempt to download copyrighted materials without permission of the copyright owner will be subject to prosecution under federal law and lose the privilege of using the Music Technology Laboratory.

Printing

1. Limited printer paper and toner cartridges are provided periodically by the Music Area for only single, final copies of course-related lab work— multiple copies and proof copies are not authorized, proofreading must be done on-screen; user-pay photocopiers are available on campus for printing multiple copies—conservation of printing resources is mandatory.
2. The Music Technology Laboratory printer is a campus intranetworking device— documents may sometimes spool for printing, or the intranet may be slow due to high traffic volume. *If a document does not immediately print, but the status light is flashing, then the printer is working.* DO NOT attempt to try printing again, since multiple copies of work will be spooled for printing—tying up the printer and wasting resources.
3. In case of a printing problem, notify the laboratory supervisor.