

# Computing Code of Conduct

## Department of Architectural Science (DAS)

There is a high demand for access to computing resources in the Department of Architectural Science (DAS). To ensure that everyone has equal access to these resources, users must follow the Department of Architectural Science (DAS) Computing Code of Conduct listed below. This Code of Conduct serves as a supplement to Ryerson's Student Computing Guidelines and makes clear what constitutes good user etiquette.

- Know and abide by all university policies – all patrons and users of computers in the DAS must abide by all applicable University and DAS policies. These policies include: Ryerson Student Computing Guidelines, Discrimination and Harassment Prevention Policy, Student Code of Academic and Non-Academic Conduct and the DAS Computing Code of Conduct.
- Department-related work only – DAS computing resources are provided for use by Ryerson students, faculty and staff, and for DAS-related activities only.
- Respect copyrights – all users are expected to observe all relevant copyright laws and regulations.
- One student per workstation only – there are a limited number of workstations available in the department. During high demand periods, any student may only log in to only one workstation at a time. If there are no free computers in the CAD Lab, any user who is logged in to more than one workstation must log off from all but one of them even if a rendering process is running on any of the workstations.
- Workstation rendering activity – any student who is logged in to a workstation but is not present in the lab/studio for a period of 30 minutes or more will be logged off if no there are no rendering process running on it.
- Backup your work regularly – network file storage with backup protection is provided as a convenience. However every user is responsible for regularly backing up their own work. When working on a department workstation, users must to keep their files in their network storage or in the “My Documents” folder or their “Desktop” (NOTE: “My Documents” folder and “Desktop” are redirected to network storage). Do not save/store files in subfolders of local drives C: or D: (for example, in C:\Temp folder) of the workstation where you are logged in. Workstations are periodically refreshed; any files or data stored locally will be lost/deleted.

- Keep it tidy and clean – The Ryerson Student Computing Guidelines states that no food and drinks are allowed in the computing labs. However, in the Department of Architectural Science, we realize that students may be working extended hours in the lab facilities. Only drinks and non offensive-smelling foods may be brought into the CAD Lab (Room ARC 303), provided that waste containers are properly disposed of and the workstation area is kept tidy and clean at all times.
- Keep it quiet – all users are expected to maintain an environment that is conducive to study and research. Any and all disruptive activities (i.e. loud noise, horseplay) are not allowed . Any individual(s) who participates in disruptive activities will be asked to leave and campus security will be notified.