

School of Dental Medicine

Student Computing Facilities Policy Statement

The School of Dental Medicine Computing Facilities are comprised of many computers around the building. This includes the computers in the student lab, A and B clinics, and within each department.

The student lab computers are open for use by any School of Dental Medicine pre-doctoral or advanced specialty education student. The computers are available for use 24 hours a day, 7 days a week for those with an active computer account. All computers are administered by PC Support.

Accounts

Accounts are created automatically for each student before orientation their first year. Your user name is your Case network ID (three letters and a number), and your password is the password you set up when you activate your email. Your email must be activated in order to use the computing facilities. If you have activated your email address and your account does not work, please email denthelp@case.edu from your university email address (web interface available at <http://mail.case.edu>) for further help.

Access to log in will be removed upon graduation unless we receive a request stating otherwise at least one week prior to graduation.

Security

You are responsible for any computer activities while you are logged in. In effect, this means that if someone breaks something on the computer while you are logged in to it, it is your responsibility. In order to prevent this, when you leave a computer, you must “Log Out”. To do this, click on the *Start* menu, then click on *Log Off*, and confirm that you want to log off when asked.

Do not share your account or your password. Anyone found sharing an account will have that account suspended immediately. A problem with your account is not a valid reason to “borrow” someone else’s account. If this is the case, both accounts may lose access for an indeterminate amount of time.

Quotas

Each student will receive a quota of 10MB of storage on the server. This will be available from any computer the student logs in to by opening *My Computer* and then the *V* drive. If you need to have your quota raised, please email denthelp@case.edu with your reasons. Please do not store anything on the local computer as any computer may be purged of this data at any time.

You may not store illegal files in your server storage. This includes downloaded program installers, songs (such as mp3s), and videos (such as divx). If these files are found, they will be deleted immediately and your account may be suspended. If a situation arises and you will be storing legal files of this nature in your server storage, please notify denthelp@case.edu to avoid file deletion and account suspension. Appeals of suspended accounts should be directed to the Director of Student Services, who may refer the matter to the Faculty Student Relations Committee.

Passwords

PC Support is not responsible for your password. If you cannot remember your password, go to <http://help.case.edu> for a web form by which you can reset your password.

Computer Usage

All computing activities in the pre-doctoral lab and specialty clinics must conform to the Case Information Services Ethics Policy. Anyone violating the policy may have his or her account suspended. A copy of the policy can be found at: <http://help.case.edu/connect/policy/overview/view>

Computers are a resource that many people must share, and thus must be centrally configured and managed. You may not install applications on individual computers. Attempting to do so may render the computer unstable or unusable. This not only impacts you, but every other student who uses the computers. Installing applications may also introduce viruses, which can do serious damage. If there is an application that you believe should be installed on the computers, contact PC Support at denthelp@case.edu to request the addition of the software. PC Support will determine if the program is applicable, and, if so, install the software.

Games, money making opportunities, and other forms of entertainment should not be used on any of the computers, except where it explicitly pertains to class work or research. Excessive forms of computer use for the sole purpose of entertainment/light reading/games/puzzles/chatting/etc will not be tolerated.

Do not leave a computer unattended while you are logged in. Someone can access and even damage or destroy your work. Also, someone with malicious intent could then use your account to damage the resources and leave you responsible by using your User ID and password. If found unattended and/or locked, a computer will be unlocked and rebooted. You may lose data when this happens. By leaving a computer unattended and logged in, you assume all risk.

Responsibility

Violation of these policies may result in the loss of your account on the departmental servers. The goal in publishing these policies is to inform you of how you can help us keep the labs useful and pleasant for you and all the other students who use them.