

## **POLICIES for USAGE of DEPARTMENTAL EQUIPMENT and TECHNOLOGY**

### **Contact Information:**

Dept. of Interior Architecture and Product Design Technology Group  
ATTN: Director of Accounting or ATTN: Director of Operations  
203 C Seaton Hall | Kansas State University | Manhattan, Kansas 66506

**Publicly available technology under the ownership/control of the Department of Interior Architecture and Product Design at Kansas State University is provided for the explicit use by 1.) Students enrolled full-time within the Degree Program; and 2.) Faculty and Staff employed within the Degree Program. Use of this equipment by persons of any other designation is strictly prohibited, and punishable to the fullest extent of the Law. Use of this technology is limited to academic pursuits only, and shall not be utilized for personal or private purposes. Students, Faculty and Staff are responsible for the accounts, hardware, and software within their control and shall be held accountable for all actions executed therein.**

### **Regulations for Use by Students Enrolled within the Degree Program:**

No student shall engage in altering, adjusting, relocating, or otherwise damage any hardware, software or peripherals. Students seeking assistance with Department technology should consult a member of the Technology Group, a trained member of the Faculty, or CAPD CNS. **DO NOT ATTEMPT TO "FIX" THE PROBLEM YOURSELF.**

At present, our plotting/printing technologies will only support Microsoft Windows XP Professional. Users of the Apple Macintosh platform should contact the Director of Operations for printing options.

To plot/print you are required to have a positive balance in your account. Plots sent when there are insufficient funds available in your account shall not be processed and will be deleted from the print server queue.

There will be **NO CREDIT** given for user error. Only the Director of Operations, in agreement with the Director of Accounting, can authorize credit. Professors do not have the authority to authorize plotter credit without written approval from the Department Head, Lorraine Cutler.

The only plotter errors recognized are insufficient paper or ink. Incorrect text, page layout or image resolution is considered user error (see previous).

No students will plot for professors, charette events, professional organizations, student organizations, open house, or Accreditation without prior written approval, submitted to the Director of Accounting before plotting. The student will assume responsibility for the plot bill if no approval is submitted.

Plots/prints will be staged on the table inside Seaton Court 116 (plot room) for pick-up; consult your studio representative for current dates/times for collection.

Plot account payments will be accepted and processed on a weekly basis (every 7 calendar days). Consult your studio representative for current dates/times.

Revisions and/or additional information will be posted on the web site:

<http://www.capd.ksu.edu/iapd/current-students/technology-group>

### **Regulations for Use by Faculty and Staff Employed within the Degree Program:**

Same as for enrolled students, with the following additions:

Each Faculty/Staff member desiring to plot/print must register with Technology Group and establish an account. Billing for completed jobs will be sent to the Department office for collection. Specialty paper requirements for any project will require a minimum of 48 hours advance notice. Special department plotting/printing by written approval only (from the Dept. Head), prior to plotting.

Professors must give written approval to any student they want to plot/print from Faculty accounts. Only after the Director of Accounting receives written approval, will the student be granted access to plot from a professor's account.

Grants and Out of Department billing are charged to the student/professor's personal account; their third party reimburses the student/professor.