STATEMENT ON ETHICS AND COMMUNITY RESPONSIBILITY

The following is for the entire GSU Film and Video community (GSUFV). It is a simple statement of the contract within which we all work. Please read it with care and sign at the bottom.

1. Every society has rules of conduct by which the members of the society agree to abide.

2. GSUFV is a society of artists and scholars who inhabit a common space for the purpose of expanding and communicating thought, knowledge and spirit.

3. In GSUFV, individuals are prized for their individuality, but no individual has the right to inflict harm upon others or to destroy or lessen that which should be available to all.

People. All of us, faculty, students and staff, deserve to be treated with respect.
Space. Clean up after yourself every time you leave a space.
Time. Promptness is a sign of professionalism.
Equipment. All equipment should be handled with knowledge and care. If you need assistance with the proper use of equipment, please ask.

GENERAL PROCEDURES FOR DIGITAL POST-PRODUCTION LAB (GCB 119)

- No food or drink in the labs.
- No student should attach or detach devices other than their own firewire drives and headphones from any computer in the labs.
- Currently, the lab hours are 24/7 during the official semester. However, access codes will only be given out after the professor has given the class an orientation to the lab and the student has signed the guidelines sheet.
- Only students in classes assigned to a lab for a particular semester can use the lab. We ask that students do not bring their friends, crew members etc. into the labs.
- Students can only work on approved class projects for the classes they are currently enrolled in. This means that students cannot edit non-class projects and they cannot use the lab’s equipment for personal financial gain.
- Students should not give the access code out to anyone.
- It is the students’ responsibility to back up their data after each work session onto the appropriate medium. The lab is not responsible for lost data due to user or computer error.
- Lab access will end on the day that grades are due.
- All student data will be deleted from the computers the day after grades are due.
- Students must use headphones when using audio in the lab.
- All students are required to have their own firewire drive to store their data on.
- Students will not be able to use the labs in-between semesters

In case of equipment failure, students should alert their instructor will determine the severity of the problem and take the necessary steps. Steps will be made to repair or make do with fewer machines if necessary.

Failure to comply with these guidelines may lead to the restriction and/or loss of editing room privileges.

I have read and agree to these guidelines:

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