

## M3C ACCESS POLICY AND PROCEDURES FOR STUDENTS

In general, the M3C laptop cart is for classroom use by faculty and students enrolled in M3C courses in the John Hope Franklin Center. Students enrolled in M3C courses and others can access individual laptops during non-course hours by contacting Katie Watchman (018 Franklin Center), the Franklin Center receptionist or night manager (101 Franklin Center).

The following rules apply to individual student use of the M3C laptops:

1. Computers are available only between M-F, 9 AM and 10 PM (hours vary according the semester). See website for up-to-date schedule.
2. Laptops can be checked out on a first come, first served basis and must be returned at least one hour prior to any scheduled use of the M3C (equipment needs to be checked and batteries charged prior to classroom use).
3. Students must deposit a valid DukeCard when checking out a laptop.
4. Laptops cannot leave the Franklin Center. Violation of this rule will result in revocation of use privileges.
5. Students are responsible for the security and condition of the laptop. Do not leave the machine unattended.
6. In general, M3C laptops are for use by students enrolled in M3C courses and priority is given to those students. Others students are welcome to check out M3C laptops for use in the building, but equipment can be recalled if needed by a M3C student.
7. Students using a M3C laptop should back up their work on a writeable or rewriteable CD-ROM or a firewire/usb hard-drive, or transfer the work to an acpub account. Students should not add programs to a laptop. Students are responsible for clearing their work from the laptops.

**General Notes:** At full charge, laptop batteries can be expected to last for 2.5 to 3.0 hours. To conserve power, allow the screen to go into sleep mode when not in use. The laptops are equipped with wireless cards, so you can connect to the Internet throughout the Center (there are some dead spots). Still, these connections are not as fast as Ethernet connections, so be prepared for a slowdown in high bandwidth situations.