

## Access to Multimedia and Computer Classrooms

The Office of Information Technology and campus administration are charged with the proper care and security over equipment provided in multimedia classrooms and computer classrooms. The cypher lock placed in doors provides faculty and some staff with access to these rooms on demand while maintaining security over the equipment in the room.

The Office of Information Technology has a set of expectations for access to these specialized teaching facilities.

1. Full-time faculty, part-time faculty, staff of Physical Plant, Information Technology, and some other departments will have a personal cypher lock code issued upon receipt of an electronic request form available on the Physical Plant web site <http://www.indiana.edu/~phyplnw>. Departments that utilize graduate teaching assistants, or students that function the same, may request an individual cypher lock code be issued to that student on a semester basis.
2. Cypher lock codes are issued to an individual and should not be shared with anyone. This includes departmental secretaries, other faculty, or students. Treat this code as you would you bank PIN number.
3. Malfunctioning locks should be reported to the locksmith on a service request form on the Physical Plant web site -<http://www.indiana.edu/~phyplnw> or telephone ext. 7107. Malfunctioning or missing equipment and should be reported immediately to the IT Help Desk (dial HELP or 4357), select option 2.
4. Faculty and staff that use a computer classroom will empty the room and close the door after class is over to prevent tampering with software and protect the integrity of the equipment provided in the classroom.
5. Faculty and staff that use a multimedia classroom will empty the room and close the door after class is over, if no class directly follows, to protect the integrity of the equipment provided in the classroom.
6. Faculty or staff noticing suspicious behavior in or around these classrooms should notify University Police at ext. 6501.
7. Departments should notify the IUN locksmith when a faculty or staff person leaves so their cypher lock code can be deactivated.

By accepting a cypher lock code I agree to abide by these rules.

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Full-time faculty/ staff \_\_\_\_

Part-time faculty \_\_\_\_ appointment ends \_\_\_\_\_,

Student aide \_\_\_\_ semester ends \_\_\_\_\_