



OpenEdit & RemoteEdit Policies:

The undersigned agrees to the OpenEdit and RemoteEdit policies and procedures established for the Media Arts Equipment Room outlined below. Failure to abide by these policies may result in loss of OpenEdit & RemoteEdit privileges and possible sanctions.

Students enrolled in the Film and Media Arts and Studies production-related courses are required to produce projects that include high-end editing software and equipment. Editing Suites are only available by appointment during the [MAER's business hours](#). This includes "extended" hours for RemoteEdit appointments.

NOTE: All appointment requests must be made via the [Patron Portal](#). Editors must sign in upon arrival as well as present a valid OneCard. Editors should arrive no more than 5 minutes early to their scheduled appointment.

- **Authorized Editors:** Authorized Editors (here and after referred to as "Editors") include WSU Students currently enrolled in production-related courses, Faculty who are teaching courses in Film and Media Arts and Studies, and Staff who have a valid OneCard.
- **OpenEdit & RemoteEdit Appointment Requests:** Editors must submit OpenEdit & RemoteEdit requests through the Patron Portal at least 12 hours prior to the desired appointment date/time. Appointments may not exceed 3 hours; however, Editors may submit multiple Appointment requests per day if necessary.

NOTE: Late and missed appointments are documented and may result in sanctions, suspension, and/or revocation of MAER privileges (see Sanctions below).

- **OpenEdit Policy:**
 - Editors must check in at the Media Arts Equipment Room.
 - Editors are required to show proof of their Campus Daily Screener (QR code).
 - Editors must display proper use of face coverings at all times during their appointment.
 - Editors must use the provided hand sanitizer before being seated in their designated suite.
 - Personal items (such as a backpack) are to be placed on the floor.
 - Headsets will not be supplied, please provide your own.
 - No Food and/or Drinks are permitted.

NOTE: Editors are not permitted to reconfigure or unplug the cables in Suites. Please ask a MAER Crew Member for assistance if anything needs to be reconfigured or unplugged.

- **OpenEdit Sanctions:** Sanctions will be given to Editors who arrive more than 15 minutes late to or miss an OpenEdit appointment without canceling or contacting the MAER (313-577-9786 or wsumediaarts@wayne.edu) in advance of their appointment. Editors will also be issued warnings and possible sanctions for abusing their OpenEdit privileges. This includes but not limited to:
 - Failing to neutralize the computer before logging out, re. logging out of accounts, unmounting the Nexis server, closing/quitting any applications, clearing the desktop and emptying the trash, etc.
 - Not adhering to safety guidelines outlined by the University and MAER
 - Not adhering to the Mobile Computing Devices Liability policy (attached)
- **RemoteEdit Sanctions:** Sanctions will be given to Editors who do not log-in during their scheduled appointment without canceling or contacting the MAER (313-577-9786 or wsumediaarts@wayne.edu) in advance of their Appointment. Editors will also be issued warnings and possible sanctions for abusing their RemoteEdit privileges. This includes but not limited to:
 - Failing to neutralize the computer before logging out, re. logging out of accounts, unmounting the Nexis server, closing/quitting any applications, clearing the desktop and emptying the trash, etc.
 - Logging in without an appointment
 - Not adhering to the Mobile Computing Devices Liability policy (attached)
- Other reasons for receiving an OpenEdit Sanction are outlined in the [WSU Student Code of Conduct](#) and is at the discretion of the MAER Supervisor.
 1. **1st Sanction:** The Editor's Instructor and the MAER Supervisor are contacted to be made aware of the circumstances surrounding the 1st Sanction.
 2. **2nd Sanction:** OpenEdit or RemoteEdit Appointment is canceled. The Editor's Instructor and the MAER Supervisor are contacted to be made aware of the circumstances surrounding the 2nd Sanction. Editing privileges are suspended for 72 hours from the scheduled start time of the Appointment.
 3. **3rd Sanction:** Editing Appointment is canceled. The Editor's Instructor and the MAER Supervisor are contacted to be made aware of the circumstances surrounding the 3rd Sanction. ALL MAER privileges are suspended indefinitely and the Editor's Instructor reserves the right to take additional measures, which could affect their final grade.

MOBILE COMPUTING DEVICES LIABILITY FORM

Media Arts Equipment Room (MAER) owned Mobile Computing Devices are the legal property of Wayne State University.

They are provided to students for use on the University Campus, in the MAER Lab, in order to enhance, enrich, and facilitate learning. Mobile Computing Devices are to be used for instructional purposes only.

As a condition of their use of the MAER's Mobile Computing Devices, students must comply with and agree to all of the following:

- I am responsible for the general care of the Mobile Computing Device I have been issued by the MAER.
- I accept full responsibility for the Mobile Computing Device and accessories I am assigned.
- I will reimburse Wayne State University for the cost of repairing or replacing this Mobile Computing Device, and/or accessories if they are damaged, lost, stolen, or not returned while in my possession.
- I understand that the replacement cost for this Mobile Computing Device will be no less than **\$2000**
- I have witnessed the physical inspection of the Mobile Computing Device and its components and accessories.
- I have checked all that parts and accessories are present and appear to be functioning.
- I understand that any abuse of the Mobile Computing Device loan usage may result in sanctions and the inability to borrow Mobile Computing Devices in the future and potentially affect my final grade.
- I will never leave my Mobile Computing Devices unattended.
- I will **NOT** install software or hardware on the Mobile Computing Device, or change the system configuration including network settings.
 - Contact MAER Supervisor for any modifications to original system settings: kellygman@wayne.edu
- I will not eat or drink next to Mobile Computing Devices.
- I will insert cords, cables, and removable storage devices **carefully** into the Mobile Computing Device.
- I understand the MAER is not responsible for damage to an external device (i.e., a flash drive or other external device) or for the loss of data that may occur while the Mobile Computing Device is in use.
- I will not place heavy objects on top of the Mobile Computing Device.
- I will not **write, draw, place stickers, and/or labels** on the Mobile Computing Device.
- I understand that printing is not available from the Mobile Computing Device.
 - Contact MAER Supervisor for any modifications to original system settings: kellygman@wayne.edu
- I understand that media files must be played with headphones.
- I will properly shut down the Mobile Computing Device daily to allow for updates and to prolong battery life.
- I will not save any media, photos, project files, documents etc., to the hard drive of the computer or student user account. The computer is reset to the original image upon restart.
- I will abide by Wayne State University Acceptable use of Technology Resources. See the link provided here: <http://wayne.edu/policies/acceptable-use/>

MOBILE COMPUTING DEVICE POLICY ACCEPTANCE FORM

I understand that all Mobile Computing Devices, equipment, and/or accessories the MAER has provided to me are the property of the Wayne State University. I agree to all of the terms in the MAER Mobile Computing Device Policy. I will return the Mobile Computing Device to the MAER in the same condition in which it was provided to me.

I understand that I am personally responsible for any damage to or loss of any Mobile Computing Device and/or related accessories. In case of damage or loss I will replace or pay the full cost of replacement of the damaged or lost Mobile Computing Device with equal value and functionality subject to the approval of the MAER.

I will not install any additional software or change the configuration of the Mobile Computing Device in any way.

I will not allow any other individuals to use any Mobile Computing Device and/or related accessories that have been provided to me by the MAER.

I understand that a violation of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of the MAER's Mobile Computing Device and accessories and may result in sanctions and/or affect my final grade.

Name _____ Date _____

Signature _____ Access ID _____

Primary Email _____

Address _____ Phone _____

Primary Course for this release _____

Purpose for this release _____

MAER Supervisor Signature _____