Living Lab’s Technology Policy
Kimberly A. Brink - December 17, 2015

Before using technology provided by the Living Lab, users must read and agree to the Living Lab’s terms of use.

Terms of Use

1. iPads and Laptops should only be used for research and Living Lab activities.

2. Devices should NEVER be removed from the museum premises for any reason.
   1. If you need to set up a study on one of the laptops, you can use the laptop in one of the staff rooms at the museum outside of your shift (you are still not allowed to remove the laptop from the museum)
   
   2. NOTICE: All laptops and iPads have been equipped with GPS tracking that will notify the Living Lab coordinators if the device is removed from the museum.

3. When a device is removed from its storage location, the user must enter their name, PI’s name, device’s name, and date and time of check out on the check-out sheet located in the storage location.

4. When the user has completed their shift, they must return the device to its storage location.

5. When the device is returned to its storage location, the user must mark the time that it was returned. If you had any problems with the device, please enter that here as well.