TERRA Lab Use Policies

1. Purpose
The Environmental Research and Response Applications Lab (the "TERRA Lab") is used to support research and teaching activities primarily within the Department of Geography. The lab is available to researchers (faculty, staff, graduate students and undergraduate honours students) who are conducting research that requires the use of computing resources specific to this facility. Management of the TERRA Lab is under the authority Dr. Joe Piwowar, Director and Dr. Julia Siemer, Associate Director.

2. Access
Access to the TERRA Lab is gained by using a key-card obtained from the Geography Secretary upon completion and subsequent approval of the TERRA Lab Application Form. A $25 refundable key deposit is required. Access may be denied to anyone who has violated a TERRA Lab Use Policy or a University of Regina Policy.

3. Fees
The TERRA facility is mandated to be self-supporting. Sufficient funds must be set aside to pay for computer maintenance and software licensing. All users, particularly those supported by external grants, are expected to contribute to the support of this facility. A facility usage charge of $100/month has been established. Those users who are unable to contribute the full facility usage charge may be granted an in-kind contribution. Students should seek financial support from their supervisors. The maximum annual fee charged per supervisor will be $2500.

All consumables (e.g. printing and plotting) will be charged at actual cost-recovery rates.

4. Security and Maintenance of User Files
Each authorized user of the TERRA lab has access to all data and files on these systems. Thus, all files on a TERRA system may be viewed, modified, and/or deleted by someone other than the file's owner without prior warning. Users are responsible for maintaining their own file backups. The TERRA computers are equipped with CD/DVD-RW drives, USB ports, and internet connections for this purpose.

5. Acceptable Use
Since TERRA is a University of Regina resource, TERRA Lab users are subject to established University Policies and Guidelines. The following policies are particularly relevant: Campus Computing, Network and Other Information Resource Facilities Policy (150.10) and Harassment and Discrimination Prevention Policy (20.105.10).

The following additional policies apply to the TERRA Lab and its users:
- Computer users, whether internal or external to the campus network, must respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected
- No software is to be installed on a TERRA system without prior approval of the Lab Director(s).
- Users must respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users.
- Users must refrain from using computing resources for personal commercial, financial or other gain.

6. Use Priorities
The following priority list has been established to facilitate effective functioning of the TERRA Lab. Higher priority uses will have precedence over lower priority uses: lower priority users will relinquish their system(s) when asked to do so by a higher priority user.
1. Externally funded contract work.
2. Teaching that requires the specialized software unique to the TERRA systems.
3. Research that requires the specialized software unique to the TERRA systems.
4. Other scholarly activity (e.g., report writing).
5. General computing (e.g., reading e-mail, surfing the internet).

7. Acknowledgements in Reports and Publications
The TERRA Lab has been made possible by grants received from the Western Economic Diversification Fund, NSERC, CFI, and the Faculty of Arts at the University of Regina. It would be very kind if you would acknowledge this assistance to your research in any papers or reports you produce. One example of an appropriate note in your Acknowledgements section could read: Support from the University of Regina’s TERRA Lab is gratefully appreciated.

Please send the full citation for any published or unpublished work in which you insert such an acknowledgement to Dr. Joe Piwowar (email: joe.piwowar@uregina.ca) in the Department of Geography.