**Eye-tracker user policy**

**Centre for Research in Linguistics and Languages Sciences**

1. The eye-tracker must only be used by those who have had appropriate training, either at Newcastle University or elsewhere. The CRiLLS eye-tracker officer, currently Christos Salis (christos.salis@ncl.ac.uk), keeps and updates the list of authorised users.
2. Post-graduate students must not use the eye-tracker without supervision by their trained research supervisor.
3. The eye-tracker is located in King George VI building, room 1.2 (first floor). Use of the eye-tracker is only by advance booking. To book a session please log booking on the following on-line calendar <http://ecls1.ncl.ac.uk/calendar/calendar.asp>. The logon is 'Staff' and the password 'booking'.
4. To access room 1.2 you need to get the key from the secretaries (Ruth Dalglish or Alison Reid) of the children’s speech and language therapy clinic. The clinic is on the same floor (and same corridor). Please remember to return it after each session. Those who work in the building can access room 1.2 with their “D” key.
5. It is important to check that all calibration parameters are suited to the needs of your project before you generate any data. This will help minimize generation of useless data.
6. Data storage: all users must back up all their data at the end of every data collection session in a storage unit of their own. Unlike other data, the eye tracker data cannot be backed up on network servers. Given the volume of data that is generated, older data will have to be deleted to free up space for new data.
7. The eye-tracker PC must not be used for any other user purpose other than stimulus presentation and data generation. Please do not use it for any other purposes. The eye-tracker requires massive PC resources, which are finite. Using the PC for other purposes will ultimately disrupt the integrity of the eye-tracker software.
8. If you encounter any technical problems that you cannot resolve yourself, please contact Chris Letts (chris.letts@ncl.ac.uk)
9. From time to time there may be a message from Tobii Studio (the eye-tracker software) to download and install upgrades. Please ensure all updates are finalized before you begin a data collection session.

CRiLLS executive committee

**Centre for Research in Linguistics and Languages Sciences**

**List of authorized eye-tracker users**

Jalal Al Tamimi (SLS)

Panos Athanasopoulos (AL)

Vivian Cook (AL)

Michael Jin (SML)

Lucas Nunes Vieira (SML)

Nick Riches (SLS)

Christos Salis (SLS)

Claire Wright (AL)

Scott Windeatt (AL)

Last updated: 25 January 2013