

## **CISD Computer Lab Etiquettes and Regulations**

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The Institute's computer labs are valuable pieces of equipment, therefore, it is important that they are not abused. Your student ID must be presented when requested by CISD personnel/security staff.

### **Procedures for Acceptable Use**

Please follow the below guidelines when using the computer equipment.

- The computers at the Institute are limited and many students need to use them for course activities. If you are not using them for study purposes please make them available for those who need to use them. Log off from your computer - workstations left idle for more than 10 minutes will be reset to the login screen.
- Do not leave your machine unattended. Doing so will result in your account being logged out or others using your account privileges.
- Activities such as disruptive talking, viewing images or websites that are offensive to others, or sending harassing messages are not permitted.
- Cell phones, pagers, and other electronic communication devices should be turned off while inside the lab. Email is for person-to-person communication. Do not send bulk email to large groups of people.
- Neither the lab, nor lab assistants, can be responsible for data saved on the network. Be sure to backup important data onto disks or a portable drive. Always have more than one copy of your data.
- Do not hook/unhook any components to/from the computers and printers.
- Male students are not allowed to sit in the computing area designated for female students.
- Do not breach copyright regulations don't give the combination to unauthorized users.
- Games are not permitted at any time and hearing load music in the labs. is prohibited.
- Do not take food or drink into the laboratories. Smoking is strictly prohibited in the laboratories.
- Do not take bags inside the labs. and do not litter in the laboratories
- Do not make undue noise in the laboratories and let unauthorized users into the laboratory
- Students with a booked time slot should first inform anyone occupying their booked PC that they have a valid booking. Students who fail to vacate when requested will be subject to disciplinary action for breaches of discipline defined by AUP policy.
- Students should inform the CISD Service Desk of any breaches or problems which they cannot resolve. Please report misconduct of other users to the CISD Service Desk during office hours.
- If your print job does not immediately begin printing, please be patient. It may be that other users have sent their printouts prior to yours. The complexity of your print job (graphics or lots of colour) may affect how fast it prints.
- Unclaimed printouts will be recycled after one hour. User's forms or paper are not permitted in the printers – this can damage the printers (Please refer to CISD Printing Policy). If your print job does not immediately begin printing, please be patient. It may be that other users have sent their printouts prior to yours. The complexity of your print job (graphics or lots of colour) may affect how fast it prints.
- **In order to maintain academic dignity and lab. decorum, students are required to wear decent dress keeping in view the local cultural values. Wearing immodest dress /shorts/**

bermudas/chappals/capris are not allowed. Each student, male or female, is expected to give a presentable/professional look. Students violating dress code can be fined and will also not be allowed to enter Computer Center.

- Priority for use of the computers in the laboratories is given to booked tutorials/hands-on sessions/conferences followed by assignment and course work. If access to a computer is still available after these, you are able to use the computers for general use for educational purposes.
- Computers are available on a first come first serve basis only during computer lab, hours of operation and when no classes are scheduled in the room. Students with a booked time slot/machine should first inform anyone occupying their booked machine that they have a valid booking. Students who fail to vacate when requested will be subject to disciplinary action for breaches of discipline defined by CISD policy.
- The lab. cannot be used for holding personal functions or social gatherings. Rearrangement of furniture for such purpose is strictly prohibited.
- If you discover any equipment with a fault, do not assume that it has been reported; please report it to personal on duty and move to another working machine.
- Unless otherwise stated, duplication of any software supplied by the University constitutes a breach of copyright regulations.

Random checks will be carried out by CISD personnel to ensure procedures are not being abused.

Head CISD can impose a penalty upto Rs. 1000/- for violation of etiquettes and policies governing the regulation of computational and allied facilities.



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