

SECTE Computer Labs Policy

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Lab Goals

The purpose of the SECTE Computer Labs are to provide computing resources (computers, software, network access, etc.) for educational activities, with priority to providing support for classes. When not reserved they may be assigned to "open" or "drop-in" use by students and other uses.

Acceptable use

Use of the School's electronic facilities is a privilege, not a right. The computer laboratory and digital classroom facilities are intended primarily to support the direct instructional purposes of the faculty. Priority will be given to completion of assignments, exercises, and projects necessary for completion of the requirements for faculty subjects.

Use of the facilities is governed by the policies of the school and the University; local, state, and federal laws. The use of Faculty facilities for purposes that violate School or University policy, are illegal, or are unethical may result in temporary or permanent loss of privileges or imposition of other sanctions.

The Faculty reserves the right to establish policies and rules as needed for all aspects of use. Specific rules for use of computer laboratory and digital classroom facilities are listed below.

Food or drink in the labs is prohibited at all times.

Installation and use of software or hardware not provided by the School is allowed only with explicit permission of and direct supervision from Technical Support staff.

Reconfiguration of software is prohibited.

Reconfiguration, rearrangement, and removal of hardware are prohibited, except where a lab requires it.

Reproduction of copyrighted software is prohibited except within the accepted definition of fair use.

Use of the School's facilities for commercial purposes or personal gain is prohibited.

Use of the lab by booked classes has first priority. The instructor has the right to ask anyone using the lab not in the class to leave.

Users of the School's electronic facilities must comply with directives from staff regarding appropriate use of facilities. If at any time any of the staff feel that an individual is behaving in a disruptive fashion the staff member may instruct the individual to leave the premises. If refused, campus security will be summoned to escort them out of the building.

Authentication

Use of all labs requires authentication onto the SECTE domain.

Backing up data

While all care is taken to protect data, students using the SECTE labs are responsible for backing up their own work.

Reserving/Scheduling Computer Labs

- * Lab bookings are handled by Maree Burnett

- * Lab Schedules are available to staff at the following address:
<http://www.elec.uow.edu.au/cgi-bin/cea/lablist.pl?cmd=admin>

Software Installation Policy

SECTE will only install software for which there is a proper and valid license. There are no exceptions to this rule. 'Demo' or 'evaluation' software will not be available in these labs.

To provide adequate lead-time for software test/installation, instructors should notify SECTE Support of all software needs at the time of reservation. Major infrastructure changes (networking, OS alterations, etc) must be discussed and approved 3 months prior to the session of use. All software to be installed must be available 4 weeks prior to the session of use. Instructors should test software 2 weeks prior to use and certify functionality.

Guidelines for Instructors

Instructor Orientation

Many instructors have found a short introduction to the lab facilities beneficial to their efficient use of the lab. For that reason, instructors are encouraged to complete a brief orientation (which may be done via phone or by visiting the labs) on the features of the SECTE Labs before using the lab. If you are using the SECTE Labs for the first time, such an orientation is the best way to familiarize yourself with the features of the facilities, such as software, computer hardware and display equipment before the first class meeting. Waiting until after the session begins to do this usually delays the effective use of the lab by the instructor.

Printing in the Labs

Laser printing is available in all Informatics labs, and is audited by the school's print quota system. Each lab contains at least one 8 or 20ppm printer, and all machines are configured to print to these by default.

Reporting problems with computers and printers

Instructors should report all problems except paper/toner issues to job tracking. Paper & toner issues should be reported to 35.128 during contact hours (8am to 4pm).