

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES

(An Autonomous Institution)
RAJAMPET

Name of the Policy: **Policy & Rules for Computer Lab Use**

Type of Policy: Academic

Effective Date: 01.05.2015

Last Revised: Not applicable

Review Date: 27.06.2018

It is the policy of AITS Rajampet to provide computer resources to students, faculty, and staff to be used in ways that are consistent with the mission, the vision of the institute and instruction, research, as well as administration.

AITS Rajampet has installed state-of-art computer facilities on its campuses for the educational benefits of its students and staff. In addition, free wired and wireless Internet access is also made available for students on the entire campus to help them stay connected.

The college expects that its user community will respect the public trust through which these resources have been provided. These resources include computers, terminals, networks, modems, and printers. It is the policy of the college to provide its users with access to local, national, and international sources of information. The user community should not be subject to unauthorized disclosure, tampering, destruction, theft, harassment, or any denial of access to resources.

Any person found violating computer lab rules or policies may lose their lab privileges as well as a temporary or full suspension.

The following policies are necessary to ensure proper utilization/availability of these necessary services to AITS community:

- Computers are provided in computer laboratories for use by students and faculty members of college.
- In addition, computers are provided in respective departments for use by faculty members. Students and staff may use Computers for communication, course related research and study purposes.
- Wireless Internet access (Wi-fi) is available throughout the campus grounds for student access. Similarly, offices and computer labs are equipped with wired Internet access.
- All students must obtain their own username and password from the office of the Computer Administrator. Students should not share their assigned username and password with other students as they are accountable for its responsible use.
- When a student/faculty uses a laptop on campus, the user must follow all of these campus-wide policies. In addition, if the computer is attached to the campus network it must be registered with the owner's name and contact information, machine manufacturer and model number, location of machine, physical address and the network address of the machine. This registration can be done through Computer Administrator's office. This includes computers with one or more unique network addresses as well as computers that obtain network addresses on a dynamic basis.
- Any assistance with password changes, etc. should be directed to the Computer Admin office.

Due to the large number of users accessing computer labs, the following rules and regulations must be followed to ensure a quality experience for all:

- For security purposes, all users must enter their name and usage time in lab log books. Flash or external hard drives are not allowed in the lab.
- All computer lab workstations have anti-virus software installed to prevent infected drives or files from being used on the machines.
- All users must shut down the system after they are finished using the computer.
- All users are able to print to the network printer that is set to default on the workstations in each computer lab. There will be a record book for printing.
- Collaborative work and quiet conversations are encouraged, but please refrain from loud talking, laughter, phone calls or music.
- Any equipment malfunction within a computer lab should be reported by the Lab technician to the Computer Lab In-charge on duty.
- Students must promptly relinquish their tasks for scheduled classes or upon request by the computer laboratory assistant.
- Computer Lab In-charges are instructed to enforce all rules and regulations, provide technical assistance, and report problems.

All users must guard against abuses of the information resources and systems. The college has determined that the following list, while not exhaustive, characterizes unacceptable behavior, which may be subject to disciplinary action:


- Users will not be allowed to download software on computer lab machines. The programs installed are to accommodate users with course related work.
- Use of any facilities in a manner that violates copyrights; patent protections, or license agreements.
- Attempts to gain unauthorized access to any information facility, whether successful or not. This includes running programs that attempt to calculate or guess passwords, or that are designed and crafted to trick other users into disclosing their passwords. It also includes electronic eavesdropping on communications facilities
- Any action that invades the privacy of individuals of entities that are the creators, authors, users, or subjects of information resources.
- Any action that disrupts the availability of a system for others, such as running programs that utilize all system resources and prevent others from making productive use of the system.
- Users who disrupt operations, disturb other users, or fail to observe these rules and regulations will be asked to leave the computer lab.
- There shall be no eating, drinking or smoking in the computer labs.
- Knowingly performing an act, which will interfere with the normal lab operations, is grounds for disciplinary action. This includes, but not limited to programs known as computer viruses, Trojan horses and worms.
- Students may not move computer peripherals from or within the computer lab.
- Any access to offensive, obscene or pornographic material is strictly forbidden.
- Users must refrain from harassing other network users in the network.
- Booting-up computers from an alternative source is prohibited.
- Tampering with or changing the operating system or educational files prepared for laboratory computers are not allowed.
- Any use of computing facilities for personal gain (including advertising) or political purposes without the prior approval of the University.

- Any use of computing facilities to harass others.
- Attempts to alter, damage, delete, destroy or otherwise abuse any computer or network resource.

Use of academic computing resources in violation of these regulations/policy may result in revocation of individual's privileges or suspension of access to computing resources and may subject the account holder to disciplinary action.

Roles and Responsibilities of Computer Lab Assistants

- Primary duties are to keep the lab facilities running as smoothly as possible and to report any extraordinary/unsolvable problems.
- Make sure students or faculty enter their names in log book whenever they use the facility.
- Assist students having problems or questions regarding the computer facilities to the best of their ability.
- Not to tutor individual students on how to use the facilities.
- Will provide students with a limited degree of assistance in computer software.
- Make sure that registered students enter Computer lab wearing ID cards.
- Students who choose to use the facilities are expected to be, for the most part, self-sufficient in their computer usage. The support and assistance for special programs are the responsibility of the faculty.


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