

STANDARDS FOR COMPUTER LAB USE

1. JUSTIFICATION

As part of its technological infrastructure, Universidad Politécnica Salesiana offers Computer Laboratories to facilitate university teaching and provide services to the community.

The regulations described below provide specific instructions to guarantee and enhance activities for the correct use and operation of the laboratory computers.

2. AREAS INVOLVED AND SCOPE

This regulation applies to teaching and administrative staff, students, temporary institutional staff, contractors and consultants.

3. REGULATIONS

To access the labs at times not assigned to classes, it is an essential requirement that students present their updated university card to the Laboratory Office and register their credentials before and after having used the equipment.

A maximum of two people at each computer is allowed.

The practices to be developed in the laboratories must be exclusively related to university courses, projects, and research. Different activities are not allowed.

When the absence of any equipment or its parts is detected, the student must report it immediately to the on-duty Assistant if the student is outside of regular class hours, or to the professor if they are in class.

The laboratories assigned for the courses at the established times may be used by the students only when they are accompanied by the professor in charge.

Students will not internally manipulate the laboratory equipment for any reason. The required repairs will be carried out exclusively by laboratory assistants or the corresponding support personnel.

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Students may bring personal equipment to the laboratories with the authorization and coordination of the on-duty Assistant only for presentations.

Professors will verify student authorizations to bring personal equipment into the laboratories.

The equipment installed in the Laboratory Office is for the exclusive use of the staff who work in this area.

The use of the laboratories by people outside the University is prohibited.

It is the responsibility of the users of the laboratories to maintain the order, cleanliness, and proper handling of the equipment.

Food, drinks, cigarettes, etc. may not be consumed in the laboratory facilities.

The laboratories are at the service of professors and students as support for lectures or other academic activities under the professor's responsibility.

Professors are responsible for the use and integrity of the laboratories in the space of time assigned to their subject, which is why they will be the last to leave and personally be responsible for leaving the facilities entrusted to them the same conditions and report any developments to the on-duty Assistant.

The on-duty Assistant will receive a prior inventory subject to verification. The form will be signed by the professor and the assistant upon entry to the laboratory and will include the developments presented; one format per day will be used and the file will be structured and kept by the Assistant.

The professor must notify the Secretary of Laboratories of any hardware or software requirements in addition to those already installed at least three (3) working days in advance, so that they are attended to in a timely manner.

In the event that a professor needs a laboratory that is not assigned to their established class schedule, they must request it at least one week in advance; it will be designated according to availability. This is exclusively for presentation of projects or practices not contemplated in the initial schedules.

In the event that a professor requires the use of the Internet for the course, they must personally request it from the Assistant and its use will be for academic purposes. Internet service will be disconnected 5 minutes after the course ends.

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4. LOSS OR DAMAGE TO LABORATORY EQUIPMENT

4.1 FOR STUDENTS

Students who have reserved a piece of equipment outside class hours must inform the secretary of the laboratories about any anomaly, which will be verified by the on-duty Assistant; otherwise, the damages that occur will be the responsibility of the students in question and amounts will be charged to their Account Statement after due case analysis.

4.2 FOR PROFESSORS

Losses incurred during class hours will be the responsibility of the professor assigned to the laboratory. The on-duty assistants must file a report in this regard.

The values corresponding to lost or damaged equipment will be deducted from the payroll of the professor responsible for them after due case analysis.

4.3 FOR LAB ASSISTANTS

It is the responsibility of the lab assistants to inspect the laboratories after the professor responsible for them has used them.

The lab assistants must review the status of the laboratories immediately after the professor has finished using them, and immediately inform Laboratory Office of any change or damage to them.

5. RESERVATIONS FOR USE OF LABORATORIES

5.1 FOR STUDENTS

Laboratory reservations may be made three (3) business days in advance, at the Laboratory Office. Once 20 minutes have passed after the reservation time, the room will be available.

6. THE USE OF SOFTWARE IN THE LABORATORIES

The software to be installed in the laboratories must meet the following requirements:

- a. Licenses acquired on behalf of Universidad Politécnica Salesiana, or

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- b. Trial versions whose terms of use allow the possibility of installation without any type of legal impediment, or
- c. Open-source software, or
- d. Software that under no circumstances may represent a danger to the computers or the University Network.

Academic program directors will present their software requirements at the beginning of each semester fifteen (15) working days in advance. For additional requirements refer to section [16] of this document.

Only lab assistants will be able to carry out software installations on the lab computers.

7. REGULATIONS

For the compliance with these regulations, it is important that the following requirements are met.

7.1 EQUIPMENT AND CONDITIONS

Each laboratory should be equipped with 20 computers for students and 1 computer for the professor.

The lab assistants must guarantee the correct functioning of all the equipment (21 computers).

Each laboratory should have a room temperature air conditioner to prevent equipment damage and user discomfort.

SECURITY

Access to the lab area should be restricted.

The locks of the entrance doors should be able to be opened from the outside ONLY with the key; that is, once the doors are closed, only the Assistant on Duty can open them again.

7.2 USE AND MAINTENANCE

The University must maintain a reserve of at least 3% available computers to replace damaged equipment and thus repair the damage immediately.

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The response time of the administrative coordination should be optimal to expedite the procedures for the acquisition of parts.

Increase the number of Laboratory Assistants to meet the demand for care and support.

The computer labs should be assigned to each academic program by the Systems Head Office and not by the Administrative Coordination when the academic planning for the following semester is carried out; this way, their use will be optimal.

RESOLUTION N° 813-86-2009-11-18: Approve the regulations for the use of computer services and confidentiality commitment on data processing; and the rules for the use of computer laboratories.

Javier Herrán Gómez, sdb.
PRESIDENT

CERTIFIES:

Dr. Jeffrey Gerardo Zúñiga Ruilova
GENERAL SECRETARY ATTORNEY

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