PÁZMÁNY PÉTER CATHOLIC UNIVERSITY
FACULTY OF INFORMATION TECHNOLOGY AND BIONICS

DEAN'S OFFICE
H-1083 Budapest, Práter u. 50/a
Tel: (36-1) 886-4700   FI: 79633
dekani.hivatal@itk.ppke.hu

COMPUTER LABORATORY RULES AND REGULATIONS

1. Computer laboratories serve the educational goals of Pázmány Catholic University.

2. There are two optional operating system installed on the computers: Windows and Linux.

3. Everyone accesses the computers using their personal login and password. It is forbidden to use others' login data.

4. After usage, the computers have to be switched out.

5. Computers in the laboratories can have programmes installed only system administrators. In case any other program is needed the system administrators need to be informed at informatika@ppke.hu one week prior administration week. After this any urgent installation can take place only in special circumstances. These special requests have to be also sent informatika@ppke.hu . System administrators might complete special request as far as is possible.

6. In case the teacher does not forbid, private laptops can be used in computer labs.

7. There are some UTP connectors in the labs that are to be used with laptops. For connecting laptops to the network only these UTP-s can be used. Technical restriction does not allow changes in the system, (details available in the appendix) I f possible, it is advised to use WIFI connection.

8. During classes laboratory computers and private laptops can be used only according to the permission and instructions of the teacher.

9. Any network activity has to be conducted according to the IT Rules and Regulations of PPCU FIT.

10. In the laboratories it is forbidden:

- eat and drink

- disturb other's work

- open, damage, change the configuration of the computers

- change the cabling, even if temporarily, of the computers

- install any programs on the computers

- use the computer for other than its primary purpose (e.g.: leg rest)

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11. Any errors of the computers or observations concerning them have to be reported to informatika@ppke.hu .

12. Current Rules and Regulation are valid during tests and other quizzes so cables must not be disconnected during these times. System administrators have to be requested to disable any network settings writing to informatika@ppke.hu at least one week prior to the event. (See possibilities on the appendix). Computers can operate in a special mode during tests. It can be arranged that other libraries can be seen from the computers or network access is limited or blocked, etc.

13. During classes in the laboratories only those programmes or files can be used that are in connection with academic purpose of the class. Not observing this regulation classifies as a serious misconduct.

14. Laboratories can be used outside teaching hours. The card opening the laboratory can be accessed at the reception by a student who previously has requested permission from the Dean's Office in person or email and legibly signs the sheet of receipt acknowledgement. This signature is a declaration of liability: the person who holds the card has full financial and moral responsibility for the computer laboratory, is obliged to observe the laboratory rules and regulations. In case the card is lost 1000HUF has to be paid.

15. In any other cases not regulated by present document the Faculty or University regulations govern.

16. Anyone infringing these laboratory rules and regulations, depending on the degree or frequency of the infringement according to the PPCU ch 5 (4) will incur:

- a warning,

- a ban from computer laboratories,

- disciplinary action resulting from a disciplinary hearing (which might mean criminal charges).

September 6, 2016

Kristóf Iván, PhD

Dean