I. Computer Lab Categories

The Department of Information Systems and Computer Science (DISCS) maintains three (3) types of computer laboratories:

1. Classroom labs (F204, F224, F227, F228, CTC112, CTC214, CTC215) – computer labs are utilized mostly for regular scheduled lectures with possibility of computer hands-on activities
2. Open lab (F223) – computer lab intended to enable students to complete the requirements of DISCS classes and as a venue for consultations with DISCS faculty.
3. Research labs (F-205, F206, CTC108, portion of F223) – selective access labs intended for students to pursue research goals under the tutelage of a thesis advisor or a mentor.

Aside from the computer laboratories, DISCS also maintains 2 lecture rooms, i.e., portion of CTC 313 and the IBM Room (F106)

II. Notes and General Policies for all Laboratories

1. Students that are eligible to use DISCS laboratories are students enrolled in any of the programs offered by DISCS.
2. Students are not allowed to bring FOOD & DRINKS inside the lab. Special exceptions may be granted by the faculty or lab officer during certain events or activities.
3. Computer malfunctions should be reported immediately to any of the lab officers in rooms F225, CTC214, and CTC 112
4. Playing of COMPUTER GAMES is forbidden, unless such games are played in the context of academic work (i.e. Games Development/Design. Programming, testing, etc.)
5. Transferring from one computer to the next is discouraged, unless necessary.
6. A DISCS faculty member or staff may request students to leave if he/she judges that the said students are no longer utilizing the lab facilities for academic purposes.
7. The actions that are prohibited in all DISCS laboratories include, but are not limited to, the following:
   o Installation of pirated software for any purpose in any of the computers in the DISCS laboratories
   o Willful infection of any of the DISCS lab computers with malware, viruses, spyware and/or Trojans
   o Installation of hacking software including, but not limited to, keyloggers, screen capture applications, password sniffers, etc.
   o Any willful action done in the context of malice, whether to render damage to laboratory equipment or inflict harm or offense on fellow laboratory users.

III. Policies Specific for DISCS Classroom Labs

The classroom laboratories of the Department of Information Systems and Computer Science (DISCS) are intended for scheduled lectures for subjects that require the use of computers for hands-on exercises and exams.
1. Students using classroom lab facilities must abide by the class policies implemented by the teacher currently administering the lab.
2. Surfing OUTSIDE THE CONTEXT OF ACADEMIC WORK is prohibited (e.g., indulging in Facebook when such activity is not part of any academic assignment)
3. Vacant computers in classroom labs during a lecture must not be used by any student who is not enrolled in the subject unless given permission by the facilitating teacher.
4. Use of the classroom labs must be properly scheduled. If any of these labs is to be used outside the predetermined routine schedule, reservation/s must be requested through the Technician’s Office at F225. Only student organizations under the guidance of DISCS faculty moderators may apply for reservations. Reservation forms must be signed by the moderator prior to submission. Approval will be based on submitted project plan of the organization at the start of the semester.

IV. Policies Specific for DISCS Open Lab

The open computer laboratory of the Department of Information Systems and Computer Science (DISCS) is intended to enable DISCS students to work on the requirements of the DISCS classes. Students may bring their own laptops or use the available desktops provided in the open lab. In order to make this lab conducive to productive individual work, the noise level and overall conduct inside is to not go beyond a tolerable level.

Upon entry, students should sign-up in the log sheet and surrender their IDs to the laboratory officer. Upon exit of the lab, a student should also fill up the appropriate entry in the log sheet and retrieve his/her ID from the lab officer.

For SY 2013-2014, the open lab will be available on the schedule given below:
- MWF 8:00am-7:00pm
- TTH 8:00am-5:00pm

V. Policies Specific for the DISCS Research Labs

The Research Laboratories of the Department of Information Systems and Computer Science serves as a venue for students to pursue their own areas of research under the mentorship of one or more advisers.

1. Students using the facilities in a research lab must be authorized by a faculty adviser of that lab to use the facilities according to the needs of their research.
2. Student researchers are allowed to use the facilities in the absence of their adviser/s provided that permission has been granted to them by their adviser.
3. A method of taking note of the hours spent by the student researchers may be implemented. The number of hours spent by the student researchers, along with their research progress (as determined by their adviser) may determine his/her eligibility to continue using the research lab facilities.
4. Borrowing of DISCS equipment related to the research undertaking will be allowed after consent from the faculty adviser. DISCS equipment may only be used in the laboratory, unless special exception is allowed by the adviser
VI. Policies for Lecture Rooms

The Department of Information Systems and Computer Science maintains 2 lecture rooms: a portion of CTC313 and IBM Room (F106). These rooms are primarily for DISCS courses that do not require the students to use a computer in class.

F224 is sometimes used for lecture purposes. Class-related student meetings may be allowed in F224 upon endorsement of the DISCS teacher of the specific class, and upon approval of the Room Reservation Officer located at room F225.

VII. Printing Policies

1. Printing stations for regular students are available in F223.
2. The department only allows printing of school related documents regardless of subject or organization as long as the student is officially enrolled in any CS or MIS related course.
3. Printing rates (per page) are as follows:
   - P 5.00 – black and white, text only
   - P 8.00-15.00 – black and white, slides with graphics depending on the amount of graphics
   - P15.00 – colored, text only
   - P25.00 – colored slides
   - P45.00 – colored graphics

Any offense or violation may be reported to the DISCS Chair. Repeated or severe offenses may also be reported to the ADMU Committee on Discipline for appropriate disciplinary action.