

## **Department of Information Systems and Computer Science Laboratory Policies**

### **I. DISCS Room Categories**

The Department of Information Systems and Computer Science (DISCS) maintains three (5) types of rooms:

1. Classroom labs (F204, F227, F228, CTC112, CTC 201b, CTC201c, CTC214, CTC215) – computer labs are utilized mostly for regular scheduled lectures with possibility of computer hands-on activities
2. Open lab (F206) – computer labs intended to enable students to complete the requirements of DISCS classes.
3. Consultation Room (F215, F220)- a venue for defense/ project presentations and consultations with DISCS faculty.
4. Research labs (F205, F223, F224, CTC313) – selective access labs intended for students to pursue research goals under the tutelage of a thesis advisor or a mentor.

### **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. The faculty or lab officer may grant special exceptions 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 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:
  - Installation of pirated software for any purpose in any of the computers in the DISCS laboratories
  - Willful infection of any of the DISCS lab computers with malware, viruses, spyware and/or Trojans
  - Installation of hacking software including, but not limited to, keyloggers, screen capture applications, password sniffers, etc.
  - 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. A tolerable noise level and conduct is to be maintained in order to make this lab conducive to productive individual work.

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.

Operating hours of the DISCS Open Laboratory is set at the start of each semester. A notice will be posted at the entrance.

#### **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 their adviser has granted permission to them.
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 Use of DISCS Rooms for Meetings**

Class-related or DISCS Student Organization (MISA and CompSAT) meetings may be allowed. upon endorsement of A Reservation Form must be completed in duplicate copies which must be endorsed by a DISCS faculty of the specific class or Org Moderator and approved by the Room Reservation Officer and DISCS Chair.

## **VII. Printing Policies**

1. Printing stations for regular students are available in F206.
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.**