

International Balkan University (IBU)

Computer Laboratory Usage Policy

This policy outlines the rules and guidelines for using the university's computer laboratories.

The university provides access to computer labs to support students, faculty, and staff in their academic and research activities. This policy ensures that the computer labs are used responsibly, securely, and under university standards.

This policy applies to all users of the university's computer laboratories, including students, faculty, and staff. It defines access requirements, acceptable usage of computers and network resources, and user responsibilities.

1. Access to Computer Laboratories

- **University Domain:** All computer laboratories' computers are connected to the university domain. This allows for centralized management and secure access to resources and data.
- **Authentication:** Users must log in to the lab computers using the same credentials (username and password) to access the student Wi-Fi. These credentials are linked to the university's Active Directory system.
- **Storage Access:** Each user has access to their own personal storage space on the network, accessed from any computer within the lab. This storage is automatically available upon login, allowing users to store and retrieve their work securely from any lab computer.

2. User Responsibilities

- **Authorized Use Only:** The computer labs are for academic and research purposes only. Personal use of lab computers for non-educational activities is not permitted.
- **Respect for Equipment:** Users must treat all equipment with care. Any computer, peripherals, or furniture damage must be reported to the IT department immediately.
- **Clean Workspace:** Users are expected to keep their workspace clean and tidy. Food and drinks are not allowed in the computer labs to prevent damage to equipment.
- **Logging Out:** Users must log out of the computers when finished using them to ensure that their accounts and data remain secure.

3. Software and Network Access

- **Pre-installed Software:** The lab computers are pre-installed with the software necessary for academic activities, including word processing, spreadsheet applications, programming tools, and specialized software for various courses. Users are not allowed to install additional software on lab computers.
- **Internet Access:** Internet access is provided through the university's network. The same restrictions that apply to student Wi-Fi also apply to internet usage in the

computer labs. This includes content filtering and bandwidth management to prioritize educational activities.

- **Prohibited Activities:** Users are prohibited from engaging in activities that compromise the computers and the network's security or performance. This includes hacking, distributing malware, accessing inappropriate content, and attempting to bypass security controls.

4. Data Security and Privacy

- **Personal Storage:** Users are encouraged to save their work to their assigned network storage, automatically available upon login. The university backs up this storage to ensure data integrity and security. Users should avoid saving files on the local hard drives of lab computers, as these may be wiped or become inaccessible after logout.
- **Privacy:** The university respects users' privacy; however, all activities on lab computers are monitored to ensure compliance with university policies and to maintain security. Users should not expect privacy for any actions performed on lab computers.

5. Support and Maintenance

- **Technical Support:** The IT department provides support for all issues related to the computer labs. Users should report any technical problems or issues with the software and hardware to the IT help desk.
- **Routine Maintenance:** The IT department conducts routine maintenance on all lab computers. Users are advised to save their work frequently and back up important data, as maintenance activities may result in temporary downtime.

6. Enforcement and Disciplinary Action

- **Policy Violations:** Violations of this policy may result in restricted access to the computer labs and potential disciplinary action. Serious breaches, such as attempts to compromise network security or engage in illegal activities, may result in further disciplinary measures or legal consequences.
- **Accountability:** Users are responsible for any actions performed under their login credentials. Therefore, sharing login details with others is strictly prohibited and may lead to account suspension.

7. Sustainability and Energy Conservation

- **Power Management:** Users are encouraged to turn off monitors and log out of computers when they are not in use to conserve energy. The IT department has implemented power-saving measures to reduce the environmental impact of the computer labs.

8. Policy Review and Updates

- The IT department will review this policy annually and update it as necessary to reflect technological changes, university needs, or environmental regulations.