

Information Systems Directorate

**TERMS OF "USE OF THE
COMPUTER LABS"**

RG-PR08-02/V02

Terms of "Use of the Computer Labs"

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1. Introduction

These rules were issued by the Governing Body of ISEG in accordance with the mission and vision of ISEG, and are obligatory for all ISEG users (staff, students or duly authorised third parties) for the access to Computer Labs and any IT System or IT technology (IS/IT).

Any reference in this document to ISEG's Information Systems Directorate (IT Centre/ISEG) will be understood as a reference to ISEG's current Information Systems Directorate and its employees.

This document aims to maintain the proper functioning of the Computer Labs and is complemented by the "Policy For the Utilization of IT Equipment, Software and Internet", which encourages the best practices for the sector (ITIL, ISO 27001), establishing the rules that must be fulfilled during the use of the organization's information.

If you don't follow these rules, then you will be subjected to sanctions that can range from expulsion from the Computer Lab, to the cancellation of your student account. Any suspected or proven breach of the "Policy for the Utilisation of IT Equipment, Software and the Internet" that may affect the systems and information technologies of ISEG, will be duly investigated by ISEG services. A disciplinary process can be imposed on the culprit, which may ultimately lead to disciplinary proceedings, and they can even be taken to court to face criminal charges.

In the case of any doubts about the interpretation of this internal regulation, the matter must be resolved by the Information Systems Directorate, or directly by the Governing Body of ISEG.

This policy will be published in the internal procedures of ISEG and on the Intranet. Any addition or revision shall be communicated to all staff by E-mail, or in another written format.

2. Computer Labs Access

2.1. Access to the Computer Labs is restricted to ISEG students who are duly identifiable by their Student Card or by proof of Registration, except for the case of the Doctorate Lab, where access is gained by using a magnetic card. This procedure prevents non-authorised persons from entering the Computer Labs.

2.2. The IT System is accessed by logging in, using a username and corresponding password - which are distributed at the start of the academic year - for a private and individual account for each student.

2.3. Students are exclusively responsible for maintaining their account, as well as the documents held in it.

3. Printing Services

3.1. The use of the printing services implies a previous topping up of your account at your respective course office.

3.2. With the exception of Undergraduates, students' accounts have an initial balance, which is set at the time of registration. Each printed copy, made in A4-size on 80g paper, costs 4 cents.

3.3. Copies are collected at the printer being used. For further information, seek the employee on duty in the room.

4. Terms of Use of the Computer Labs, the IT System and Software

4.1. The Computer Labs are study areas and therefore maximum silence is expected, as well as respect for other students' study. Thus the following applies:

- The use of more than one PC per student is prohibited;
- The use of mobile phones is prohibited in the Labs (we would be grateful if you could put your phones on vibration mode, or at least lower the sound level to the minimum);
- Smoking, eating and drinking is prohibited in the Labs, as is the placing of bottles or other recipients containing liquids close to the computers;
- The use of the computers for games is prohibited, as is the consultation of pages that contain violence, explicit nudity or pornography;
- It is prohibited to switch, remove, alter, or move the location of IT accessories that belong to ISEG (keyboards, mice, screens and other equipment);
- It is prohibited to use the tables for study. They are just reserved for the use of laptops.

4.2. In order to guarantee the well-functioning of the Labs, we request that if you detect any anomaly or incorrect functioning of any equipment, please let the employee on duty know;

4.3. If you leave the computer for more than 15 minutes, you lose the right to continue using it, even if you are still logged in. After this time has elapsed, the employee on duty can turn off the computer, which could result in the loss of unsaved information;

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4.4. The use of the computers implies compliance with the Copyright Code and Related Rights, as well as the IT Criminality Law (Law nº 109/91 of 17th of August);

4.5. The backup of documents is entirely the responsibility of the user, and the IT Centre/ISEG undertakes no responsibility for the loss of information resulting from the incorrect use or the technical malfunction of equipment.

4.6. In order to facilitate the best use of the equipment in the Labs, the following is permitted:

- The use of stand-alone devices, such as laptops, as long as they have been previously authorised by the employee on duty and that they are used in the areas indicated by the same;
- The connection of other external devices to the computers in the Labs by USB, such as digital cameras and "flash pens", amongst others;
- The use of headphones, as long as they do not cause disturbance to other users.

4.7. Students are asked to close programmes and clear up their belongings approximately 10 minutes before closing time.

4.8. The Computer Labs are closed during the month of August for maintenance.