

Indian Institute of Science Education and Research, Berhampur

Rules for usage of the Computer Laboratories in the Permanent Campus

1. Only registered students, authorised personnel and guests faculty members of the IISER Berhampur may access the computer laboratories in the permanent campus (both in Boys and Girls Hostel).
2. Security personnel and/or caretakers of the computer laboratory may ask the students to produce their identity cards. Security personnel, caretakers and the Computer Centre staff will report any behaviour of indiscipline, misuse of infrastructure to the In-charge Computer Centre.
3. It is mandatory upon the user of the computer lab to make entry into the registry kept at the laboratory in presence of the security personnel.
4. Eating and drinking are typically prohibited in the computer laboratories. Therefore, users are advised not to carry any food material in the Computer laboratory.
5. Users are advised to take care not to damage of the Computer laboratory infrastructure and/or computer or its parts or electrical fixtures. Such instances will be dealt according to the disciplinary rules.
6. There is an utmost necessity to observe the silence and respect in the Computer laboratory. Users are advised to maintain a quiet and respectful environment to ensure concentration for users and avoid disturbing others. Cell phones should be set to vibrate, and all calls made or received outside of the computer labs.
7. Unauthorised software installation is strictly prohibited. Users are generally prohibited from installing or modifying software on computers without authorisation. Similarly, users may not connect external devices or peripherals without permission to prevent potential security risks.
8. Users may refrain from the unethical and morally destructive usage of internet. Accessing inappropriate websites and e-resources is strictly prohibited. Use of Internet services for unwarranted purposes is strictly prohibited.
9. The computers in the Computer lab are not meant for storing your personal files and data. Make sure that you archive your data on your personal storage devices, and data if any downloaded on the computer be deleted. The Computer Centre shall not be responsible for loss of any data.
10. With aim to maintain privacy, safety and security, it is mandatory that you login with your login/password at the beginning of the session, and logout at the closure of the session. When done using turn off the computer.
11. Refrain from the unauthorised hardware and peripherals modifications. User are not allowed to modify or tamper either intentionally or unintentionally.
12. Respect copyright laws and use softwares and digital resources that are legal in nature.
13. Report any technical issues, malfunctions, or damage to equipment promptly to the IT support team through email: [cc\(at\)iiserbpr.ac.in](mailto:cc(at)iiserbpr.ac.in).
14. The entry to the Computer lab is permitted during pre-announced access hours. In the peak usage periods to ensure fair access to resources time limits may be imposed. Users are advised not to argue with the Security staff on any of these issues.

15. Users should be aware of security best practices, such as not sharing passwords and reporting any suspicious and unethical activities.
16. The Computer laboratories are under CCTV surveillance and therefore mindful of any unethical and anti-social behaviour. Actions will be taken on those found violating these good social behaviours and acts of indiscipline.
17. The computer laboratory is not a place for holding huddles and meetings and for relaxation. Users must refrain from such behaviours.
18. Users who repeatedly violate the rules or acceptable usage of technology policies, or who fail to follow instructions of staff or cause disturbances in the lab may be expelled from the further usage of the Computing services, and appropriate disciplinary action will be initiated.
19. Do not move, change or delete any of the icons on the desktop. Do not edit files that do not belong to you. Don't Change any computer settings.
20. Users are encouraged to report any malpractices, indiscipline, breach of decency and ethical usage to the In-Charge, Computer Centre.

This advisory is Issued with the approval of the competent authority.

Date: 1st December 2023.