METU CC PC ROOM USE REGULATIONS

The **students and staff of our university** can use the PC Rooms, supported technically and administratively by METU Computer Center, to **do their homework, course related and academic studies and to address their IT related needs**. It is essential to use the IT materials in the PC Rooms in accordance with METU Information Technology Resources Use Policy. <u>The following rules must be followed to in order to ensure proper operation of the PC Rooms for the intended use.</u>

1. PC Room **entrances and exits are controlled by the electronic identification system** and all users with current METU student or staff ID cards can access PC Rooms.

2. It is **illegal to log in to the computers without a user code or with someone else's user code**. The user code and the password used to access the computers are only for that particular user. If the user code and password are found to be used by someone else, the **owner of the user code will be held responsible**.

3. Be sure to **log out of your open session when you leave** the computer. The PCs in PC Rooms are shared by all of our users with equal rights. Open **sessions on computers without any user will be logged out by PC Room Supervisors** so that the computers can be used by other users.

4. *It is strongly advised to save your work files to the drives labelled FOR_USER or to removable storage, such as USB disks.*

5. It is **strictly forbidden to enter the PC Rooms with food and drink**.

6. It is **not allowed to watch videos on any media (CD, Web, etc.), to listen to music aloud, to visit betting/gambling sites** and to play any kind of games including chess, bridge, etc.

7. It is **not allowed to visit web pages that do not comply with the general public morals** and that involve harassing content so as not to disturb other users in the PC room. Computers can in no way be used for purposes that are contrary to general moral and social rules, laws and personal rights.

8. **Cell phones should not be used**. Phone calls should be made outside the PC Room.

9. The PC rooms are expected to be quiet and calm working places. **No loud sounds are allowed to disturb other users. Group work is not allowed.**

10. Users **must comply with the directions of the PC Room Supervisors** who are obliged to ensure the order in the PC Rooms. There should be no discussion with the PC Room Supervisors, and when necessary, suggestions and complaints procedures should be used.

11. It is illegal to try to install or to use any kind of harmful software that infringe IT security threats on the directories with write permissions. It is also not allowed to tamper with the software and hardware on the computers.

12. It is **not allowed to use the wired network infrastructure** of the PC Rooms to connect any wired device access devices. It is also a **criminal offense trying to obtain unauthorized network access.**

13. **Reserving** computers for yourself or someone else by putting personal items next to **the computer is prohibited**. Be sure to take your personal belongings when you leave the computer.

14. For the **security of the registered IT materials in the PC Rooms, camera surveillance** is used. If your personal items are lost, you will need to contact the relevant units within the University.

PROHIBITION PROCEDURES

- Users who violate the abovementioned rules will be **prohibited to use PC Rooms for at least one week** starting from the date of incident. The procedures described in the Rules and Regulations Governing the Disciplinary Procedures in Institutions of Higher Education and in other law items may be carried out, as well.

- Users with prohibitions are not allowed to use the PC Rooms with the user code of another user.

- METUCC authorized **staff may extend the period of prohibition** depending on the intensity or the repetition of the incident.

Please email suggestions and complaints to hotline@metu.edu.tr

METUCC PC Room Use Regulations uses the outline documented in the "METU Information Technology Resources Use Policy", which was approved by the University Administrative Board on March 25, 2004, aiming at informing users, guiding the usage and taking measures to ensure the efficient and safe use of university information resources in the framework of ethical principles. PC Room Use Policy is updated to meet current needs. You can access the METU Information Technology Resources Use Policy and PC Room Use Regulations documents from the following address.

http://www.cc.metu.edu.tr/ → Policies → Policies and Rules