REGULATIONS FOR USING THE LABORATORY OF THE FACULTY OF INFORMATION AND COMMUNICATION TECHNOLOGY

§ 1. General provisions

1. The Laboratory of the Faculty of Information and Communication Technology (further: Laboratory) is a room with equipment used in didactic activity. The laboratories of the Faculty of Information and Communication Technology are located in the following rooms:
    - 128, 129, 130 in building C-6,
    - 015, 015A in building C-3; 317.2, 317.3, 317.4 in building D-1,
    - 107a, 107b, 127a, 127b, 127c, 333a, 333b, 333c in building D-2,
    - 444, 445 in building B-4.
2. The Laboratory equipment is serviced and maintained by the IT Infrastructure and Support Department. Any changes to the Laboratory equipment are decided by the Head of the IT Infrastructure and Support Department.
3. The Laboratory aids educational goals in accordance with the relevant study programs and study plans at the Faculty of Information and Communication Technology.
4. The use of the Laboratory for other purposes, including research, is possible only after obtaining the Dean's consent, in consultation with the Head of the IT Infrastructure and Support Department.
5. Each laboratory room has a designated technical supervisor (laboratory supervisor).
6. The Laboratory can be used by students of the Faculty of Information and Communication Technology who have individual accounts on servers administered by employees of the IT Infrastructure and Support Department, as part of classes conducted by the Faculty employees and according to the class schedule established at the beginning of the semester.
7. The Laboratory may be used only in accordance with its equipment and the program of classes. Commercial use of the Laboratory equipment and software is prohibited, unless the Dean of the Faculty decides otherwise.
8. The use of the Laboratory is possible during classes in the presence of employees who were tasked to teach the class. Individual use of the Laboratory is possible only at a time when no classes are held therein, and with the consent of the Head of the IT Infrastructure and Support Department.
9. The Laboratory equipment is the property of the Faculty. During the classes, the responsibility for the property of the Faculty located in a given Laboratory room, for maintaining order, for compliance with health and safety and fire protection regulations and with the provisions of these regulations, rests on the person teaching the class, and outside the class hours – on the technical staff responsible for individual Laboratories.

§ 2. Specific provisions

1. In the first class of the semester, the teacher tasked with the classes:
    – performs health and safety and fire safety trainings specific for a particular Laboratory room and a training on the principles of using the equipment and software resources,
    – prepares a list of students for administrators to create individual user accounts for the classes.
2. In the case when the administrator or technical supervisor determines that the individual user accounts are made available to third parties or are used for purposes other than those specified in the class program, access to the Laboratory will be revoked and a reactivation of the account will only be possible at a new request of the person teaching the classes.

3. Users (students and employees) bear full legal and material responsibility for damage to the equipment at their workplace and for actions performed with the use of the equipment, individual accounts and software made available to them.
4. Users (students and employees) use only their individual accounts, and the absence of such accounts should be immediately reported to an employee of the IT Infrastructure and Support Department. The Head of the IT Infrastructure and Support Department may, on a single occasion, exempt Users from compliance with this point of the regulations.
5. Users may use only applications already installed in the Laboratory, within the limits of their accounts and the access rights granted to them.
6. It is not possible to use the resources of the Laboratory remotely (including servers), except in cases individually agreed by the teachers or the Head of the IT Infrastructure and Support Department. It is forbidden to perform any independent repairs, modifications to computer equipment, and any defects in the work of computers and software should be notified to the teacher who should pass this information by e-mail to the address **lab.wit@pwr.edu.pl**

   In urgent situations, malfunctions can be reported to an employee of the IT Infrastructure and Support Department at the following phone number: **722-244-472**.
7. Teachers who will teach classes in the Laboratory according to the timetable in a particular semester are required to provide the IT Infrastructure and Support Department with a list of the required software one week before the beginning of the summer semester and two weeks before the beginning of the winter semester. By the 10th day of the semester, employees of the IT Infrastructure and Support Department are required to install only the software requested by the teaching staff and only that which the Faculty of Information and Communication Technology owns a license for or is not required to own a license for.
8. **It is forbidden to disconnect any cables or wires from computers and sockets in the Laboratory**. **After finishing work, the workplace should be restored to the state it was in before work started.**
9. Items left at the workplace by third parties should be immediately handed to the person responsible for the classes or to an employee of the IT Infrastructure and Support Department currently on duty. Items left in the Laboratory should be collected by the employee of the IT Infrastructure and Support Department by the end of the current semester.

§ 3. Order and safety regulations

1. Users are obliged to comply with health and safety and fire protection regulations.
2. During classes, students should remain at their workplaces and perform only activities ordered by the teacher.
3. All users of the Laboratory are required to leave, in the cloakroom, outer garments, large bags (backpacks), sharp and dangerous tools and other objects that may damage the equipment in the Laboratory or cause harm to other participants of the teaching or research processes.
4. Class participants are obliged to maintain cleanliness and care for the teaching and research equipment provided to them.
5. It is forbidden to bring or eat any meals or drinks in the Laboratory.
6. In emergency situations, or in situations not covered by these Regulations, Users must strictly follow the instructions of the class teachers or of the employees of the IT Infrastructure and Support Department currently on duty.
7. Ignorance and failure to comply with these regulations may result in legal liability.
8. The regulations are valid until further notice.