Guidelines on the Use of Laboratory Rooms

The University's Acceptable Use Policy (AUP) of the UP System (https://crs.upv.edu.ph/aup.jsp) provides guidelines on the ethical and acceptable use of university's IT for Information Technology (IT) and computing resources. The policy stipulates that these resources must only be used for teaching, learning, research, and other relevant activities. Users must not engage in illegal activities, copyright infringement, hacking, cheating, political activities, unauthorized commercial use, or personal use. Additional prohibitions include unauthorized software or hardware modifications, destructive actions, and sharing access credentials. Violations carry penalties ranging from suspension to expulsion, depending on the severity of the offense.

On top of the UP AUP policies, these are the specific guidelines set by the Division of Physical Sciences and Mathematics.

1. The use of the computer laboratory rooms is authorized for lecture or laboratory classes ONLY. The room utilization is posted outside the computer laboratories and through this file: https://tinyurl.com/yck77b2y.
2. The computer laboratory rooms are off-limits to unauthorized users.
3. Students can only enter the laboratory rooms during their class schedules. In case that the mode of class is held online, authorized persons (e.g. faculty, laboratory technician, staff, etc) must log the class details (course, schedule, room) in the logbook managed by the laboratory technician. The proxy should also be present in lieu of the faculty-in-charge.
4. The laboratory rooms can be requested for use outside of class schedules, provided that a laboratory permit is submitted and duly approved. Note that the requestors must be accompanied by the faculty-in-charge during the time of use.
    a. Within office hours (7:00-5:30 pm): https://tinyurl.com/bdd5jyp2
    b. Outside office hours: _____

Guidelines on the Use of Laboratory Facilities (for the Users)

1. The users are responsible for maintaining the cleanliness of their designated computer, table, and chair. No trash should be left in the workstations.
2. Tables, chairs, and computer peripherals should not be taken outside the laboratory room unless with permission from the faculty-in-charge or the laboratory technician.
3. Eating and drinking are STRICTLY NOT ALLOWED in the computer laboratory rooms.
4. Smoking/vaping are STRICTLY NOT ALLOWED in the computer laboratory rooms.
5. Computer peripherals (mouse, LAN, keyboards, etc) must not be removed and used unless consent was given by the instructor or laboratory technician.
6. The TV should not be used for film showing, gaming, or purposes not related to the class delivery.
7. The chairs and tables must not be rearranged unless required by the instructor.
8. Laboratory users must turn off the computer units properly after each use.

Guidelines on the Use of Laboratory Facilities (for the Instructors)

1. The faculty must ensure that the laboratory rooms are locked after lecture/laboratory class hours.
2. The laboratory instructor must ensure that facilities and equipment requested by the students are used responsibly and returned after use.
3. The faculty must ensure that students are using the laboratory rooms only for class purposes. Students should not be left loitering in the laboratory rooms.
4. The use of the DPSM projectors must be logged in the DPSM logbook upon borrowing.
5. The faculty-in-charge who endorsed the laboratory permit must be present during the schedule of use requested by their students, particularly outside class hours. Otherwise, the laboratory technician will not allow students to use the rooms despite the approved permit.
6. The laboratory technician should be informed of any software that is needed to be installed for class use at least two (2) weeks before.
7. Instructors of laboratory classes must forward the list of newly registered students (or students with expired accounts) who are enrolled in their respective classes to the laboratory technician for account creation.

Room Utilization

DPSM Permit for Facilities