

2015

National and Kapodistrian
University of Athens

University Club



Rules of Procedure
IT Labs

Introduction

This handbook constitutes the Rules of Procedure of the IT Labs of the University Club and includes a series of instructions related to the behaviour, obligations and rights of the lab users. These instructions do not aim to restrict, but to ensure the each user's needs are met in the best way possible.

Objectives and purposes

IT Labs were created with the aim of upgrading the studies and introducing new technologies and IT in the curriculum of the National and Kapodistrian University of Athens. The primary goal of the IT Labs is academic research and study and the publication of papers.

More specifically, the purpose of their operation is:

- to familiarize students with the use of computers,
- to familiarize students with searching and using modern services offered on the internet,
- To provide access to the advanced services of synchronous and asynchronous remote learning supported by the University of Athens,
- To support the undergraduate, postgraduate and PhD curricula of the Schools and Departments of the University of Athens.

Opening hours

The IT Labs of the University Club are open daily, between 09:00 - 16:00, except for Saturday and Sunday. The responsible manager is present during opening hours.

It is self-evident that when emergency maintenance needs require it, the operation of the IT Labs may be partially or fully suspended for as long as necessary. The network manager informs users as early as possible, through messages - announcements, regarding scheduled maintenance works of the IT Labs and their duration, as well as about any unscheduled activity of the IT Labs.

Access

ONLY students and staff of the National and Kapodistrian University of Athens have the right to access the IT Labs of the University Club. The manager may request that they display their student ID, in order to confirm their capacity. Access to the labs is strictly prohibited to anyone else.

Student Obligations

For the efficient use and security of the facilities and the equipment, the following activities are **not permitted** in the IT Labs:

- smoking in all lab areas;
- consumption of food and drinks in all lab areas, except for the hallway, where the regulation you are reading is posted;
- bicycles in all lab areas;
- pets in all lab areas, the use of mobile phones and talking inside the labs.
- discussions must take place in a low voice, in the corridor or the hallway;
- the use of equipment by friends and relatives of the students, even if there are plenty of free workstations;
- the parallel use of more than one workstations by a single user, even if there are plenty of free workstations;
- the repeated use of the lab computers for non-academic or non-research purposes, such as Facebook, YouTube, or downloading files on Peer2Peer programs such as utorrent, limewire, etc.;

Academic projects and research are always prioritized over games and any aimless use of the computers.

Use of computers

The profile settings for each user are preconfigured and common for all users and cannot be changed.

The storage space available to each user is limited. Users can freely use, and for as long as connected, all the available space on the D disk, being however aware that any files that are saved (on the D disk) shall be deleted on a regular basis. Files which are useful to the user must be transferred on a disk or USB stick (flash drive) before disconnecting from the workstation.

Intervention or change, for any reason and in any manner, to the officially installed computer software and specifically the operating system and other key files on the disk (C:), is not permitted. Even if a program prompts to save a file on the C: disk, the user must change the saving location to another location of the D: disk or on a USB stick. The contents of the C: disk of each computer shall be continuously checked, and if files created by the user are found, they shall be deleted without warning.

The connection of personal laptops or other similar devices to the network of the IT Labs is prohibited. There is wifi available in the Reading Rooms, which students

can access with the username and password they use for the electronic services of the University of Athens.

The installation of any software package (even if it is free) by any user on any disk is prohibited, as well as the breach of the security of the lab computers or the integrity of the internal network, including efforts to bypass the network security, obtain the access codes, share the access codes with others, or any unauthorised use of the access codes. Violation of this restriction in particular may result even in a permanent loss of access to the lab.

If there is a long list of students waiting to use a computer, they cannot remain in the IT lab for more than half an hour. They must wait in the anteroom of the labs, and not inside them.

For the time being, there is no printing available in the IT labs of the University Club. If you need to print something, you can contact the IT labs of your School. Any queries or proposals regarding the rules of operation of the labs are clarified and discussed with the helpdesk. In any case, they cannot be the subject of discussion between users and the manager of the labs.

Any irresponsible conduct and non-compliance with the rules of operation entitles the lab manager to suspend access, which may result even in a ban from any future use of the labs.

All lab users must be up to date with the rules of operation.

Hardware

The IT lab hardware has been in operation for two or more years. Workstations are started up by the manager a few minutes after the opening of each lab, and are shut down by the same or by another member of the technical support team a few minutes after the end of the opening hours. Users are not permitted to start-up and shut down the workstations for any reason whatsoever.

In case of malfunction it is necessary to inform the manager who is solely responsible to take any further action. Any change to the wiring of the machines, for strictly necessary reasons, can be made only by the manager.

Software

The main purposes of the IT Labs include forming a proper mentality regarding how the software is made available and used.

The following software is available in the IT Labs:

OS
Windows XP SP3

Microsoft Office
Microsoft Office Access 2007
Microsoft Office Excel 2007
Microsoft Office PowerPoint 2007
Microsoft Office Publisher 2007
Microsoft Office Word 2007

Άλλο λογισμικό
Mozilla Firefox
Internet Explorer
Windows Movie Maker
Windows Media Player
VLC Media Player
Adobe Reader XI
7-Zip File Manager
Putty

Other IT Labs

For your better service, in cases of excessive waiting times, you can use the IT Labs of each school. The IT Labs are the following:

Zografou Campus

- ❖ English Language (School of Philosophy)
- ❖ Geology (School of Geology)

Goudi

- ❖ Medicine (School of Medicine build. 14)
- ❖ Dentistry (School of Dentistry build. 18A)

Centre

- ❖ Law School (9 Asklepiou Street)
- ❖ Political Science of the Law school (42 Aiolou Street)
- ❖ School of Education (31 Ippokratous Street).

Dafni

- ❖ School of Physical Education and Sports Science (TEFAA buil.3)