

Department of Civil, Structural, and Environmental Engineering
Computing Lab Policy
208 Ketter and 215 Jarvis

Access to the 208 Ketter and 215 Jarvis computing labs is a privilege provided to undergraduate and graduate students in the Department of Civil, Structural, and Environmental Engineering (CSEE). Lab facilities are to be used for academic work only; nonacademic or personal use is prohibited and could result in loss of access.

All students are required to follow the UB-CIT policies for computing lab use, which are maintained at: <http://www.buffalo.edu/content/dam/www/ubit/pdfs/it-policies/Computing and Network Use Policy.pdf>

In addition to the UB-CIT policies, the following rules apply to the CSEE labs:

1. The CSEE computers are for academic and research use only. Downloading of files for personal use is strictly prohibited.
2. Access to the 208 Ketter lab requires a registered UB card (CIE/ENV majors are automatically registered). The door to the lab must be closed at all times; propping open the door is prohibited.
3. Food and/or drinks are not allowed in the labs at any time.
4. Each user must log in to a single computer using his/her assigned UBIT login and logoff when the session is completed. Accessing an account belonging to a different student (with or without permission) is prohibited.
5. Users are permitted to access one computer at a time, and must remain with the computer while in use (except for short bathroom break). Unattended processes are subject to termination by the system administrator. Students can request special permission from SENS (email: senshelp@buffalo.edu) to access multiple computers for research purposes for a limited duration. Normally, such request would be considered only for off-peak hours when classes are not in session.
6. During times of peak activity (i.e., when other students are waiting), students should limit their session to a reasonable duration and essential academic usage.
7. Students may not install software or save files to local hard drives. All work should be saved to a portable storage device. Any temporary files left after logging off will be deleted by the system administrator.
8. Computers are to be left on at all times and should not be physically moved. Shutting down or restarting computers is prohibited. After logging off, any hardware problems should be reported to by sending email to senshelp@buffalo.edu.
9. Students may not move or otherwise interfere with supporting hardware, including but not limited to teaching station(s), networking cables/switches, and/or or security cameras.

Conformance with the above policies will be monitored through a variety of means, including but not limited to unannounced inspections by CSEE faculty, remotely monitored security cameras, and network monitoring. Violation will result in temporary or permanent loss of lab privileges at the discretion of the CSEE Department Chair, in conjunction with other possible penalties as defined in the UB-CIT policy. CSEE and SENS reserves the right, upon reasonable cause for suspicion, to access all aspects of its computing systems and networks, including individual login sessions to determine if a user is violating this policy or state or federal laws.