

WISE¹ Lab Access and Usage Policies

As of October 15, 2001

Administered by NeWT², under the direction
and guidance of the ECT System Administrator
and the WISE Project Directors

The WISE Lab was established under the WISE Project in support of its mission, to create a congenial and collaborative working environment where women can gather and work on course related assignments and projects. The Wise Project requires strict adherence to specific policies regarding use of the lab. The purpose of these policies is to ensure a non-threatening environment and prevent misuse and/or abuse of this lab, provided for users with missions that parallel those of the WISE Project.

Consistent with California State University, Chico (CSUC) lab policies and requirements, WISE Lab policies presume adherence to the CSUC Executive Memorandum 97-18 *Policy on Use of Computing and Communications Technology*³, the College of ECT computing facilities *policy*⁴, and the policies specific to the WISE Lab as outlined below. Note that WISE Lab specific policies may enforce stricter criteria than the more general policies for CSUC and ECT.

Any infraction of these policies constitutes a violation and is grounds for immediate revocation of the perpetrators WISE Lab access privileges. Suspected infractions may lead to temporary suspension until the matter is resolved. Disciplinary action may be pursued for repeated or severe infractions. Suspected infractions should be brought to the attention of the WISE Lab Administrators and the WISE Project Directors. All users are expected to operate on an Honor System and report all problems.

WISE Lab Access and Usage Policies

1. Adherence to the CSUC Executive Memorandum 97-18 *Policy on Use of Computing and Communications Technology*³ and the College of ECT computing facilities *policy*⁴.
2. Access and usage of WISE Lab facilities and equipment is restricted to those who have submitted an *Application for WISE Lab Access* for the current semester and received approval notification. Approval generally requires official membership in NeWT, SWE, or some other WISE mission-appropriate activity. However, membership alone does not make one automatically eligible for lab access without filing an application for approval.
3. Tampering with or removal of equipment or physical resources is strictly prohibited. Removal of lab materials, (such as paper, books, CDs, or supplies) is prohibited, without prior approval from a WISE Lab Administrator or WISE Project Director.
4. The WISE Lab server may not be used by anyone other than the lab administrators and the Project Directors.
5. Independent software installation or alteration of system settings is strictly prohibited. WISE Lab administrators will consider requests for applications or modifications deemed appropriate for coursework. Requests should be submitted to the administering body, NeWT. These requests will be forwarded to the WISE Lab administrators for organization and/or procedural review.
6. Lab users use of workstation hard-drives is limited to temporary storage. Any permanent files must be moved to a remote account or written to floppy disks and taken with you when you exit the lab. Furthermore, the lab administrators and directors are not responsible for electronic work lost because of equipment failure.

¹ Women in Computer Science and Engineering

² Network for Women in Computer Science and Technology (NeWT)

³ located at: <http://www.csuchico.edu/computing/netpolicy.html>

⁴ located by running 'policy' from any HP Unix login session

7. WISE Lab users may not copy, rename, examine, delete, or otherwise modify other user's files, without explicit permission. Only lab administrators may delete files from the server or workstation hard drives.
8. Hacking is strictly prohibited. For further information refer to CSUC computing policies.
9. Chat, Talk, IRC, and MUD activities are prohibited in this lab. These forms of interactive communication are deemed network intensive and too demanding of systems resources.
10. Printing is restricted to that of materials absolutely necessary to your coursework. Documents for reading purposes should remain in e-format, rather than wasting paper. Users are prohibited from printing of large documents, manuals, graphic intensive web pages, and excessive color. This is a non-profit Lab with limited resources, so please use discretion and realize that print cartridges and paper are expensive.
11. Display of offensive images, sounds, or messages is strictly prohibited. Likewise, users should refrain from making insults or derogatory remarks. Keeping the WISE mission in mind, any behavior that detracts from or conflicts with the goals of this mission and/or create an atmosphere of discomfort or harassment, will not be tolerated.
12. Users must not intentionally disrupt the lab or campus computing systems or obstruct the work of others. This includes, but is not limited to, the distribution of blanket emails or chain letters and the consumption of inordinately large amounts of system resources.
13. Course-related assignments and projects take precedence at all times over non-school related or non-essential tasks. Tasks considered non-essential include, but are not limited to, email or web-surfing (that is not coursework related), and gaming.
14. Cleanliness is mandatory. Food and drinks are allowed in this lab with discretion and common sense. Any food or drink in your possession must be kept away from the computer systems and all peripheral devices. It is preferred that food and drinks remain on one of the tables not occupied by computer equipment or cables. Cleanup after yourself; cleaning supplies are available in the WISE Lab for that purpose. If cleanliness becomes a problem, the food/drinks privilege will be revoked for all users.
15. Any guests to the lab must be accompanied by an approved WISE Lab user (lab host). At no time are guests permitted access to a WISE Lab account or equipment usage. Furthermore, it is the responsibility of the lab host to ensure that all guests adhere to the behavior guidelines set forth in the WISE lab policies.
16. An exception to policy #15 can be granted in cases where a WISE Lab user and/or affiliates have been granted permission to use the WISE Lab for a computing workshop. In such cases, the workshop organizers must submit a request to the administering body for review. Workshops should support the WISE Project mission. Upon approval, the organizers will receive temporary accounts for their expected guests and instructions on how to proceed. Guest accounts will be disabled after the event. The workshop organizers will be considered the lab hosts, for accountability purposes.
17. The WISE Lab is a closed-lab, and as such all who enter must be approved users or guests meeting the criteria in #2, #15, or #16 above. Additionally, for security purposes the lab door **must** remain closed at all times. Only lab administrators and directors have key access to the labs. Hours may be posted on a semester basis, when officers or administrators are available in the lab to let users in. Otherwise, users will need to seek out one of the lab administrators or WISE Project Directors to gain entrance to the lab.