

Code of conduct for Computer Science Labs

You are free to

- Make full use of the PC's in the labs for your projects, assignments or other curriculum-related work, 24 hours a day and seven days a week.
- Use the Lego kit in 125 (if you have a locker) as long as you return all loose pieces when you are finished.
- Use the white boards to discuss ideas with colleagues (though you should respect noise levels as discussed below).

You must

- Ensure that all doors to the McCrea building and the labs are closed. Do not use wedges, Fire extinguishers etc., to keep the doors open.
- Respect anybody else who is using the labs. This means keeping noise levels to a minimum and generally not doing anything that is a distraction.
- Keep the labs in the state they are meant to be in. All rubbish must be placed in the bins, which you can find in the reception area near lab 125.
- Computers must not be moved. Chairs and tables should be left where they were found.

You must not

- Let in anybody to the building or labs whom you do not know. If you see anybody you do not know in the lab contact Security on extension 3063 (01784 443063 from your mobile).
- Leave any personal items unattended in any of the Labs or reception areas.
- Bring in food items such as pizzas or alcoholic drinks (but confectionery and soft drinks are allowed whilst working).
- Deface the lab in any way or cause damage to equipment. Any accidental damage should be reported immediately to the Computer and Technical Support team (cimhelpdesk@rhul.ac.uk).
- Use the lab for entertainment purposes. All users of departmental facilities are expected to behave in a way that avoids disturbance to other people's work. In general this means that mobile phone use, the playing of music through loudspeakers, playing games should not take place in laboratory areas.
- Reveal your password to anyone.
- Leave your PC or laptop unattended when logged in. You should set a screensaver with password on resume, or use Ctrl Alt Del to lock the computer if you are leaving the room.
- Allow use of the departmental system by students from outside the Computer Science department. Any such use must be authorised by the Head of Department. The systems team regularly monitor the use of the departmental system.
- Take white board pens, wipers or anything else that doesn't belong to you from the lab.
- Use the PC's for anything inappropriate.

Attempts at unauthorised access to any part of the departmental, College or external computer systems will be treated as a serious disciplinary matter. The main sanction taken against those who breach the computer regulations is withdrawal of the use of computer facilities. In serious cases the full range of disciplinary action will be taken and may include police action. Any complaint against a student will result in an instant response with immediate suspension of the account while the complaint is investigated. With many offences (including defamation, computer misuse and obscene publication) it is likely that a zero- tolerance approach will be pursued with a permanent withdrawal of computing facilities. Please refer to the following link for full policy and information.

<https://www.royalholloway.ac.uk/it/tos/regulations.aspx>

Lone working policy and procedures

- The College has a 'Lone Working Policy and Procedure' that can be found at: <http://www.royalholloway.ac.uk/iquad/services/healthandsafety/policiesandprocedures/loneworking.aspx>
- Lone working is defined as working during either normal working hours at an isolated location within the normal work-place or when working outside of normal hours.
- The Computer Science department is a low risk environment, but you should still take precautions by storing the emergency number for Campus Security (01784 44 **3888**) in your mobile phone.
- Lone working is permitted, but it is good practice to ensure that a second person is aware of the first person's location and that they have access to means of communication; it is recommended that the second person could be a relative/friend who knows where the first person is located and approximate time of return.
- There are phones in both McCrea 103 and McCrea 125 which can be used for contacting Campus Security (non-emergency) on 3063 (Internal).

Fire Safety

- Fire doors should not be wedged open under any circumstances. Fire extinguishers should not be removed from their mounting or obstructions placed in front of them to inhibit accessibility. Fire extinguishers should not be used to prop open doors.
- In the event of discovering a fire, the nearest call point should be activated. Do not attempt to tackle the fire yourself.
- If you discover a fire during the weekend or out of hours you should also contact security on 01784 44 **3888** (mobile) or emergency **444** (internal phones), once you are safe at the assembly point 11.
- The department has regular fire alarm tests which are carried out at 9.15am on alternate Tuesdays and last for a few seconds. If the fire alarms sounds at any other time except during a test, you must **vacate the building immediately** and assemble at the meeting point nearest to the Horton Building, assembly point number 11. **You must not re-enter the building** until instructed to do so by the Fire Wardens.

Fire Marshalls

- Mrs Elaine Marshall and Mrs Sharon Thomas are our Fire Marshalls for the ground floor (lower level) of McCrea and can be found in room 119 between the hours of 9am-5pm.

Accidents

- All accidents and incidents must be reported to the Health and Safety Coordinator Mr Adrian Thomas and the departmental office; Mrs Jo Hible or Mrs Elaine Marshall. The office will then record and complete an accident report form.
- If at any time during out of hours or weekends you have an accident or witness an accident or incident you should contact security on 01784 44 **3888** (mobile) or emergency **444** (internal phones).

First Aiders

- Mrs Shirley Lunn is our qualified First Aider. Shirley can be found in room 119, Monday to Friday – 9am- 5pm, Extension 4212.
- If you require First Aid at any time during out of hours or weekends you should contact security on 01784 44 3063 (mobile) or emergency 444 (internal phones).

Departmental Smoking Policy

- In line with British Law, there is no smoking allowed in any part of the Computer Science department building. Smoking is only allowed in designated areas which are a **minimum of 5 meters** away from the building. It is the responsibility of the smoker to ensure that smoke does not enter any building.
- **E-cigarettes:** Allowing the use of e-cigarettes in College buildings and vehicles could lead to confusion and problems with compliance with the requirements of the College Smoking Policy. The use of e-cigarettes in College buildings and vehicles is, therefore, prohibited.

Housekeeping, slips, trips, falls

- Wall sockets and desk-based extensions are provided throughout the rooms. If any additional extensions / cables are used, these are not permitted to trail across walking areas and create trip hazards. Cable covers to be made available if needed.
- Maintain good housekeeping by cleaning up any spillages immediately.
- Maintain floors and walkways clear of any obstructions, reporting any defects promptly to Support and Technical Team (cimhelpdesk@rhul.ac.uk)

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