

Laboratory of Programming and Calculation - LPC

RULE BOOK

Premise

This regulation applies to the Laboratory of Programming and Calculation (LPC) of the Department of Mathematics and Physics (DMF), located in viale Lincoln, 5 - 81100, Caserta.

Responsibility

The Director of the Department is responsible for the assets and equipment present in the laboratories. The LPC is coordinated by a laboratory manager (RADOR) who coordinates the activity of the laboratory and in particular its maintenance, renewal and use of equipment, as well as by a laboratory technical contact person and an administrative contact person, in charge of the laboratory reservation itself. The safety of the laboratory is entrusted to several supervisors. Among the supervisors there are the RADOR of the laboratory, the technical referent, some supervisors explicitly appointed by the DMF. Implicitly identified as supervisors are all teachers, researchers and collaborators in various capacities who cover, even temporarily, a role of coordination and supervision of teaching and research activities.

The list of names of the RADOR, the technical and administrative contacts as well as the explicitly appointed supervisors is on the DMF website.

Access to the laboratory

The following are considered users: DMF professors and researchers, students of the Degree Courses offered by the DMF, PhD students, research fellows, scholarship holders, tutors, external collaborators of the DMF.

Professors, researchers and authorized staff who intend to book laboratories for lectures, exams or exercises, after consulting the booking framework available from the department's website, must send an e-mail to the administrative contact person, indicating the days or period for which they intend to make the reservation.

For students attending a course that requires the use of laboratories, an account on the server is assigned, upon request submitted by the teacher of the course of study. The account will be locked after two years of inactivity. For thesis and PhD students, the request for credentials must be made by the thesis supervisor indicating the laboratory and which computing server or the whole cluster intends to use.

For external lecturers, a request endorsed by a member of the DMF is required. For technical assistance on your accounts, username and password, please contact the Technical Manager of the Laboratories. The Technical Service of the Department of Mathematics and Physics takes care of the maintenance and updating of both hardware and software.

Access to and use of the laboratories is subject to having received training on the safety rules to be followed in carrying out the planned activities and knowledge of the operating methods of the equipment. Knowledge and understanding of the procedures must already be acquired and explicitly declared at the time of the authorisation request; **all users must make a declaration of acknowledgment of the following regulations.**

Rules of use

1. The teacher must ensure that only staff and students who have read the regulations access the LPC.
2. Users must use laboratory equipment responsibly and respectfully.
3. Users are responsible for the cleanliness and tidiness of the seats and equipment used.
4. Any technical problem or damage to equipment should be reported immediately to the responsible personnel.
5. It is forbidden to eat, drink or smoke inside the laboratory.
6. It is forbidden to leave the workshop occupying workplaces with personal belongings.
7. It is forbidden for students to stay on the premises of the laboratories without authorization.

Ethical rules

8. Respect other users of the laboratory, avoiding disturbing or harassing behavior. Maintain an acceptable noise level so as not to interfere with the work of others.
9. It is forbidden to use pirated software, violate intellectual property regulations, and use hardware and software equipment for non-scientific/educational or for-profit activities.

Safety/security rules

10. Before the beginning and during the course of the teaching activities, the teacher/supervisor must ensure the safety conditions of the LPC, including:
 - a. Appropriate environmental conditions (temperature, cleanliness of the room, etc.);
 - b. Freedom of emergency exits;
 - c. No dangerous objects foreign to the LPC.
11. In case of lack of one or more of the above conditions, the teacher is called upon to report the event and to interrupt teaching activities in case of imminent danger.
12. It is forbidden to behave in a dangerous manner inside the laboratory.

13. Refrain from carrying out operations or manoeuvres on their own initiative that are not within their competence, for which they have not received the relevant training, or that may compromise their own safety or others.
14. In the event of serious danger, the general safety rules must be complied with, and in particular those provided for in the evacuation plan, following the signs placed inside the laboratory.
15. The exit routes and corridors of the laboratory must be kept clear of any material at all times.
16. It is forbidden for students to use their own equipment and charge their own devices in the laboratory. In particular, it is forbidden to disconnect the power supply to the laboratory machines.
17. Students are responsible for the safekeeping and confidentiality of their login credentials. A cybersecurity issue related to this type of incident will be reported in the appropriate forums.
18. At the end of use, users must turn off the machine or log out in relation to the teacher's requests.

Failure to comply with these rules may result in disciplinary sanctions and expulsion from the Laboratory.