

Bioinformatics Computer Lab (BCL) Rules

I. Rules for Using the Bioinformatics Computer Network

Bioinformatics students can inquire about the Bioinformatics computer network through **Gerardo A. Cardenas** (gacardenas@utep.edu), **Bioinformatics System Administrator**. Please observe the following rules in using the computers and printers:

- A. The Bioinformatics program has several forms to request access or report any issue in our network. These include Bioinformatics Network Account, Special Computer Reservation, Bioinformatics Software Request, and Damage and/or malfunctioning of Computers, Software, Printers and Network failure report forms.
 1. All bioinformatics forms are available for download at the Bioinformatics Computing Laboratory website <http://www.bioinformatics.utep.edu/BCL>.
 2. These forms need to be submitted via e-mail to: binfsupport@utep.edu
 3. If you do not receive a response within 48 hours, please contact the Assistant Director at oalikaj2@utep.edu
- B. Do not turn off, unplug, or disconnect any computer from the network at any time because other people might be connected to that computer remotely.
- C. If there is a need of having a dedicated computer for study or research purposes, contact the Bioinformatics Network Administrator.
- D. Any documentation such as drafts, articles, assignments, project documents, partial or full theses and dissertations must be printed in black and white, unless you have a valid reason to print in color.
- E. Logging out when you are done using a bioinformatics computer is a MUST. If you need to stay logged in for a long period due to an assignment and/or project, please let the System Administrator know by filling out the proper form. Any computer session left idle for a long period without approval will be disconnected without prior notice.
- F. The Bioinformatics computers and printers should not be used for personal purposes or activities unrelated to your studies and work in Bioinformatics. For example, you should not use the lab equipment to print flyers for a personal party, proof of purchases from any seller, or on behalf of some other Bioinformatics or non-bioinformatics students.
- G. Students should follow the instructions on the proper use of the PC Labs as described in this regulation, displayed in the PC Labs or given verbally by the Bioinformatics staff.
- H. Playing on computer games or any other activity unrelated to the Bioinformatics program is prohibited.
- I. Sharing accounts with Bioinformatics or non-Bioinformatics students is prohibited.
- J. Changing computer settings are not allowed unless with authorization of the Bioinformatics System Administrator.
- K. Data network connections should not be altered. Personal equipment must not be connected to the Bioinformatics network without first obtaining permission from the Bioinformatics System Administrator.
- L. Faulty equipment, system failure, and any other computer concerns such as printers not working properly must be reported to the Bioinformatics System Administrator who may not otherwise be aware of the problem. **DO NOT TRY TO FIX THEM BY YOURSELF.**
- M. The Bioinformatics program will not be responsible for any loss of user data. Students are suggested to frequently save data onto their portable storage.
- N. Local computer storage can be used anytime. However, it will get refreshed before each semester starts.
- O. There are several floor data/electrical outlets that can be used to connect any device for study purpose. However, you must put the cover back to its initial state, by closing the lid, so we can pass the annual fire and life safety inspection performed by UTEP to verify compliance with the State Fire Marshall's Office.
- P. Do not remove or load any software into the computer. If you need to do so, please contact the System Administrator by filling out the proper form.
- Q. Internet is strictly for educational purposes only.

II. Rules for Using the Three Bioinformatics Computer Labs

- A. Keys to the labs are issued to all registered Bioinformatics students. Students may request a key to that room(s) by contacting the Assistant Director at the beginning of the semester.
- B. The telephone located in the lab is equipped for LOCAL calls only and must be used for work-related purposes. If students need to use the phone, public phones are available throughout campus.
- C. The last person leaving the labs should close the door and ensure it is locked. These rooms should never be left open if unoccupied. However, for the open lab the door should remain unlocked at all times. So, do NOT leave any valuables there unattended.
- D. Food and drinks are not to be consumed in computer labs. However, the Bioinformatics staff may allow it during special occasions with prior approval.
- E. Tampering with or removal of any computer, cables, mouse pads or any other device is strictly forbidden.
- F. Students must not remove any label and/or tag from any computer device.
- G. Students are expected to conduct themselves in a reserved and professional manner while in the labs. All noise should be kept to a minimum.
- H. Students should clean and tidy their work-stations, log out the PC, put scrap paper in the paper recycling box, and push the chairs back under tables when finished. If the computer crashes, printer is not working, system is not allowing logging out properly, or any other electronic devices (such a projector) are not working properly, DO NOT ATTEMPT TO REPAIR THE ISSUE YOURSELF, but rather report it immediately to the System Administrator using the proper form and send it to binfsupport@utep.edu.
- I. Unauthorized removal and/or mutilation of PC Lab resources, either in whole or in part, or any attempt to do so will subject the offender to serious disciplinary action. Students should conserve computer paper and any other resources.
- J. Do not move any equipment from its original position.