1.-PURPOSE AND SCOPE
The equipment of the IT Rooms is intended for general use by students of the Universitat Politècnica de València, in order to facilitate and promote the use of computer tools and information available on the network by the students.

Due to the limited availability of resources, intellectual property rights of the programs that may be used, and the right to privacy of user conversations, it is necessary to strictly observe the classroom regulations for use set forth in this document.

The present regulations will apply to the free access IT rooms of the Universitat Politècnica de València. A copy of these regulations will be published in the UPV website at http://www.asic.upv.es/normativa, as well as in each IT room where this regulation applies.

2.- USERS
Any person within the IT Room shall be considered a user thereof, whether they are using the systems and/or services or not.

2.1.- Users’ rights
IT Room users have the following rights:
1. To use the resources and services of the room and with the limitations established by the administrative manager of the same and which must be properly announced in the classroom itself.
2. To make as many suggestions as they deem appropriate to improve the quality of the service provided.
3. To be informed about schedules and use planning as much as possible.

2.2.- Obligations of IT room users
IT Room users have the following obligations:
1. The knowledge and compliance with the rules of use of the IT Rooms and all other regulations applicable to the use of services and IT resources of the UPV.
2. To ensure the proper use and preservation of the classroom facilities and resources.

3. To keep silence and contribute to order in the classroom.
4. To show some proof of ID as a member of the university community if required so by the university staff.
5. To respect the indications they receive from the rooms managers regarding the functioning of the room and the use of its resources and services.
6. To leave the room if required by the room manager if the user has not complied with the rules of the room or when the period of use of the resources assigned to the user has ended.

2.3 - **Loss of IT room user privileges.**
Users may lose their IT Room user privileges when:
1. They are no longer members of the university community.
2. The special authorisation of use of the room extended by the competent authority expires.
3. The link with the UPV that enabled the use of the room expires (agreements, specific authorisations, etc.).

3.- **ACCESS TO ROOMS**

3.1.- **Access to IT rooms**
The access and use of the IT Rooms is restricted to the members of the university community, or to duly authorised persons. Such authorisation corresponds to the Chancellor or Director of the Centre to which the room belongs, who will determine the conditions of use and access. The reservation or not of seats in the classroom will be governed by the current control system, of which all IT Room users must be aware and which shall be publicly announced.

The access to the computers in the room shall always following the user identification and registration rules as prescribed by the internal rules of each room. The maximum number of users per seating place is two, unless the need for the presence of more users in the same place is otherwise justified.

3.2.- **Schedules**
The Chancellor or the Director of the corresponding Centre shall establish the schedule of each one of the uses of the IT rooms. The opening hours of the room should be displayed in places which are visible to the users, especially if there are change to the schedule.

4.- **CONDITIONS OF USE OF IT ROOMS**

4.1.- **Classroom Managers**
Each IT Room must have an administrative manager, or least one designated technical manager, who shall ensure compliance with the current rules of use of resources located in the classroom. In addition, classroom users must accept the instructions and requirements they receive from those in charge.

4.2.- **User responsibilities.**
Just by being in front or a computer within a room implies the knowledge and acceptance of the rules of use of the IT rooms and all other regulations applicable to the use of IT resources and services of the UPV, as well as all internal use of the room as indicated by the person in charge.
The user is responsible for the materials used and therefore is liable for any damage due to improper or inadequate use of the same. The programmes used in classroom computers are the responsibility of the user.

4.3 - Limitations on the use of resources and classroom services.

Users are not allowed to install any software, nor modify the configuration of the operating system and existing software on the computers. Therefore, no programmes that have not previously been verified by the person in charge of the room may be executed.

The use of user codes other than the user’s own, as well as the incorrect identification of the user or the centre to which he belongs is prohibited, even in the case the legitimate user is aware and authorises it so.

Access to any kind of information not explicitly listed as free access information is prohibited, or that information for which the user does not have explicit permission. This stands even in those cases where the information is access by accident or due to the owner’s neglect.

It is prohibited to develop activities aimed at disrupting the security of information systems.

The use of classroom resources to carry out commercial activities is prohibited.

Access to local or network games, or to software downloaded from the internet which is not specifically defined as work or study is prohibited.

The manipulation of computer resources in order to change the location or composition of the equipment and its peripherals is prohibited.

Any intentional action involving the malfunction of any computer resource or the classroom itself is prohibited, such as:

- Use of Trojan-type programmes. Using computer viruses.
- Blocking print queues.
- Access or unauthorized access attempts through the network to UPV or any other computers.

The subtraction of any type of material belonging to the University.

Aggressive behaviour or any behaviour which disturbs the work environment.

REGULATIONS FOR THE USE OF IT ROOMS

5. - BREACH OF THE RULES

Failure to comply with these regulations shall lead, in any case, to the immediate removal from the classroom and, where appropriate, the temporary suspension or definitive loss of the user rights, without prejudice to disciplinary responsibilities and any other type that may have been incurred.

The removal from the classroom shall be done at the request of the room manager, who will draft the corresponding incident report that shall be sent to the Chancellor or Director of the Centre.