Rules Regarding the Use of IAM Facilities and Computational Resources

Revision of May 2009

All users of the IAM facilities and computational resources must comply with the following rules:

1. Access and Security
   (a) The User must never leave open or unlocked any of the IAM access doors, i.e. doors to the Main Office (LSK 311), Computing Laboratory (LSK 309), and the Lounge (LSK 306), except with an explicit permission of the IAM Director or staff.
   (b) The User will not let unknown individuals into the IAM without the permission of the IAM Director or staff. The User is responsible for the actions of any visitors he/she brings to the IAM.
   (c) If involved in teaching duties, The User will not hold office hours within the IAM. The User may occasionally meet with some of his/her students in the IAM outside of the officially scheduled office hours, provided that: the number of visiting students is not excessive; they are never left unattended; and their presence and behaviour do not interfere with the work of the IAM graduate students, postdoctoral fellows, faculty or staff.

2. Hardware
   (a) The User will not remove, modify, or disassemble any part of the IAM computer hardware, furniture, or appliances. If any such item is malfunctioning, damaged, or missing, The User will immediately notify the IAM staff and will not attempt to repair the broken item by himself/herself.
   (b) When using the IAM linux workstations, The User will only run maximum one desktop session at a time. Except when the workstation is placed on The User’s individual desk, The User will not leave his/her desktop session unattended or locked up for an extended period of time, such as overnight. Whenever possible, The User will run long computational tasks without blocking the access to the common workstation (e.g., by using the Linux screen or nohup command) or will request the IAM administrator for a dedicated workstation. Multiple, unattended, inactive, or not specifically requested desktop sessions may at any time be terminated by the IAM administrator.
3. Software
(a) The User should notify the IAM administrator about specific needs for software that is not available in the IAM and about any problems with the installed software.
(b) The User will not install proprietary software on any IAM machine.
(c) The User will not install any type of software on any of the IAM Windows computers without an explicit permission and supervision of the IAM administrator.
(d) The User may install open-source software for his/her own use only in his/her Linux home directory.
(e) The User must not attempt to use the IAM computational resources to distribute spam or execute malicious software that may in any way compromise the security of any part of the IAM computational system or of any external network.
(f) The User will not run tasks that require large amounts of CPU or memory resources on the main IAM file server. When starting such tasks on any other machine, The User will reduce their priority level by using `nice`, `top`, or a similar Linux command. Tasks running on the main server or with unadjusted priority may be killed at any time by the IAM administrator.

4. Cleanliness
The User will keep all areas of his/her activity in the IAM clean and tidy. In particular:
(a) The User will not consume food at any of the IAM workstations or printers. The User will clean up after himself/herself in all areas of food or drink consumption and storage, including the microwave oven, toaster, coffeemakers, refrigerator, tables, etc.
(b) The User will dispose of water, tea, coffee, or other waste liquids only in the washroom or another room equipped with a sink (e.g., LSK 302), and not in the IAM. The User will not pour such liquids into garbage bins.
(c) The User will not write with pens, pencils, or markers on the IAM computer equipment, furniture, appliances, doors, walls, books, etc.; will exercise caution not to stain the IAM furniture and hardware with ink, toner, correction fluid, or other substances; and will avoid touching with fingers or pens the monitors, scanner beds, and other glass surfaces.
(d) The User will dispose of used staples and other waste into the garbage; and of recyclable material such as used paper, cans, bottles, etc. into appropriate recycling bins.

5. Leaving the IAM
(a) Access to the IAM computational resources will terminate on the date specified on the Account Request Form. It is The User's responsibility to apply in a timely manner for an account renewal.
(b) Prior to the termination of his/her affiliation with the IAM, The User will:
• notify the IAM Director and staff about this fact;
• return the IAM access fob to the IAM administrator;
• return all IAM Library books back to the IAM;
• return any borrowed IAM electronic or hardware items back to the IAM;
• if graduating as an IAM student, provide the IAM with one electronic and one printed copy of his/her graduate thesis/essay;
• provide the IAM with new contact information, as soon as it becomes known to The User.