East Tennessee State University  
Dept. of Computer and Information Sciences  
Departmental Lab Policies

Lab Manager: Robert Nielsen, Systems Manager.  Office - Nicks 4-475  
David Robinson, Assistant Systems Manager.  Office - Nicks 4-480

Locations: Gilbreath Hall 105/106; Wilson-Wallis Hall 002; Wilson-Wallis Hall 006; Nicks Hall 490; Nicks Hall 491; Nicks Hall 492

Lab Hours:  See postings at labs or http://www.cs.etsu.edu/department/facilities.htm#

The department’s computer labs are open to anyone with a valid, password-protected ETSU or ETSUCS account, subject to the policies and limitations stated below.  This includes restricted access to print resources, as specified below.

Policies that apply to individual users:

- Keep all food, drinks, and tobacco products out of the departmental labs.  This includes water.
- Keep labs clean at all times.  Pick up after yourself when you leave the lab.
- Do not, under any circumstances, share any ETSU or ETSUCS account with any other user.  If you need an account for a special purpose, contact the Systems Manager.
- Do not attempt to install any hardware or software in the labs.  Direct all requests for additional hardware or software to the Systems Manager or Assistant Systems Manager.
- Do not attempt to use the C: drive for permanent file storage.  You may store files in c:\temp for use during your current lab session.  All user files are removed from the lab systems regularly and cannot be recovered.
- Avoid saving files to your desktop.  Use the Z: drive instead.
- The lights closest to the door in each lab are to be left on at ALL times.  Other lab lights should be on when students are present.
- Do not copy copyrighted software.  It is illegal.
- Leave all lab computers connected to the campus network at all times.  Exceptions: computers in labs 491/002/006, with prior authorization from department instructors, the System Manager, or the Assistant System Manager.
- Boot all lab computers ONLY from the C: drive.  Exceptions: computers in labs 491/002/006, with prior authorization from department instructors, the System Manager, or the Assistant System Manager.
- You may use your laptop in a departmental lab.  You may NOT disconnect power, hardwired lab ports, network connections, keyboards, mice, or monitors from lab systems to connect personal computers.
• Do NOT lock the computers for more than 15 minutes. Violators may have their lab privileges revoked.

• Do not start server processes that might be detrimental to the campus at large in lab 490, 492, or any other network connected location.

• CS course related lab use takes precedence over any recreational use of computers, including “web surfing”, which should be limited to off-hours.

• With two exceptions, you may only use a lab during that lab’s normally scheduled operating hours: (1) when a student worker or another authorized representative of this department volunteers to keep the lab open, and monitor its use; (2) when you have received prior approval to use the lab, usually as part of a specially designated group; have been issued an alarm code; and are identified on the posted access roster. These exceptions are subject to the lab closure policies stated below.

• To access print resources, you must be enrolled in CS class that has specific requirement for lab resources.

• Please limit printing to final drafts and required source code. Print quotas are in effect. If you need printer supplies of any type, please inform the student lab worker, the Systems Manager, or the Assistant Systems Manager.

• Please inform the student lab worker, the Systems Manager, or the Assistant Systems Manager of any hardware or software problems as soon as possible.

• If you are the last to leave a lab, you must check to make sure that all windows and doors are shut securely and locked.

• All department owned property (computers, monitors, removable hard drives, switches, software, manuals, etc) is to remain in the labs at all times. Removal of any hardware device will be viewed as theft.

• ETSU Computer and Information Sciences Laboratory 105/106 is designed to meet computing resource and research needs specific to students in CSCI courses. As such, student use of this lab takes priority over other uses. Classes cannot be scheduled in 105/106.

• No one may work in lab 105/106 between 2 am and 8 am. Please save all files and log off before 3 am; otherwise, you may lose your work.

• ETSU Computer and Information Sciences Laboratory 490 and 492 are intended for teaching and research needs specific to CSCI class instruction. As such, they are reserved explicitly for classes and departmental help sessions.

• Students should only be allowed in labs 490 and 492 if an instructor, GA, or help session tutor is present.

• Lab 491 is intended for computing resource and research needs specific to select courses, including CSCI 4417/5417. Both teaching and lab times are to be made available in this lab, with a preference for activities related to CSCI 4417/5417. Other scheduling of lab 491 is on a first come, first serve basis.
• Computers in Lab 491 are to be removed from the campus network before starting any server processes that might be detrimental to the campus at large.

• Access to the switches and other equipment in the 491 hardware cabinet is limited to the Systems Manager, Assistant Systems Manager, and the course instructor(s).

• Lab 491 will have limited open lab time scheduled. Students in courses requiring access to the removable drive bays will be given priority access to the computers during these times.

• Because of the nature of lab 491, the BIOS for each computer must be accessible by students.

Penalties for violating lab policies:

• Lab workers have full authority to eject any student from the lab that does not comply with these policies.

• Attempts to compromise systems security or other violations of campus or department computer use policies may result in banishment from the departmental labs and loss of campus-wide accounts and lab privileges.

• Illegal activity may result in criminal prosecution.
Using Computer and Information Sciences
Departmental Laboratories

Prior to using PC systems in the Computer
Science Labs

- ETSU Domain accounts

Before logging into a Windows-based account in the ETSUCS domain, a student must first obtain, then initialize, a corresponding account in the ETSU domain. The ETSU domain supports the ETSUCS domain by keeping track of user credentials and storage; without an ETSU domain account, you can neither login to nor maintain a home directory in the ETSUCS environment.

- Access to resources are requested by the instructor on a per class basis

Ownership of an ETSU Domain account does not guarantee access to the ETSUCS Domain resources. Computer Science instructors must request student access by submitting a request via email to the Computer Science Systems Manager. ETSU’s Office of Information Technology offers a web-based application that allows instructors to generate usernames from course section numbers at https://www2.etsu.edu/cgi001/rwaaa015e.

- Web Expiration

Webs generated specifically for the use of an individual course will be terminated two weeks after the course ends.

- Web Space Size Limitations

Soft quotas will be imposed on student webs. Students are expected to keep their storage at less than 100MB. The files of any student who exceeds this limit may be purged by the Systems Manager, without notice. Requests for exceptions to this policy must be directed to the Systems Manager beforehand.

- Print Quota Policy

The computer science department has instituted a software-based print quota for all laser printers located in student laboratories. Each student will be allocated ten dollars** worth of print quota at the beginning of each semester. Per page print charges will be posted on each printer. Current rates are as follows:

  - Laser Printer: $0.05 per sheet
  - Color Laser Printer: $0.50 per sheet
Each page that is printed is automatically deducted from the quota. Users need to track their quotas and should always be sure to logoff when leaving a lab. An icon in the lower right corner of the XP Desktop that looks like a pile of coins tells the user the level of their existing quota. It refreshes automatically every 30 seconds.

**NOTE: NO MONEY WILL BE REFUNDED FOR UNUSED QUOTA. PRINT QUOTA IS ONLY AVAILABLE TO STUDENTS CURRENTLY ENROLLED IN COMPUTER SCIENCE CLASSES. QUOTAS WILL NOT BE CARRIED ACROSS SEMESTERS. ANY QUOTA LEFT AT THE END OF A SEMESTER WILL BE DELETED.**

**Note: The ten dollars is “funny money” used strictly for accounting purposes. The department is not giving students real money. However, supplies for the printers are coming directly out of the department’s annual supply budget. Student technology fee is not being used to buy the toner and paper.**

**Logging On for the First time**

- Press Ctrl-Alt-Delete to logon (ALWAYS DO THIS AT LOGON even if you see a dialog for your username and password. This will protect you from Trojan password collection programs)

- You will be prompted to change your password at the first logon. Password synchronization is the responsibility of the lab user.

- If you see an error message indicating a failure in the “PAS Client”, you can safely ignore it and press OK. Print Accounting Server accounts are automatically generated the first time that you print to any Computer Science printer. After you print to a printer you will no longer receive this error.

- **DO NOT TERMINATE THE LOGON SCRIPT WINDOW BEFORE IT EXITS. IF YOU DO, YOU WILL DESTABILIZE YOUR WORKING ENVIRONMENT.**

- Manual configuration of printers is no longer necessary. Printers that are local to the student (in the same lab) will be automatically configured as part of the logon process. Manual addition is still necessary if the user needs to print to a printer that resides in a different lab. This is accomplished through the Printers’ applets. UNC Paths are as follows:
  - Lab 105/106 laser printer  \CSCIDC2\Lab105PS
  - Lab 105/106 color laser printer  \CSCIDC2\Lab105Co
  - Lab 490 laser printer  \CSCIDC2\Lab490PS
  - Lab 491 laser printer  \CSCIDC2\Lab491PS
  - Lab 492 laser printer  \CSCIDC2\Lab492PS
Using Computer and Information Sciences
Departmental Linux Laboratories

Prior to using Linux Systems in the Computer Science Labs

- ETSU Domain accounts

Any student requiring use of Linux accounts in the department must have a previously initialized ETSU Domain account. User names on the Linux servers are based on ETSU Domain user names.

- Accounts are requested by the instructor on a per class basis

Ownership of an ETSU Domain account does not guarantee that a student has an account on a Linux system. Computer Science instructors must request student accounts by submitting a request, including the complete course number, via email to the Systems Manager.

- Account Expiration

Once a student receives an account, it will expire at the end of the school year.

Using the Linux Systems in the Computer Science Labs

- SSHing to the Linux server

ssh einstein.etsu.edu OR ssh 151.141.30.56

- Changing Your Password

You need to change your password immediately upon first login. Use “passwd” to change your password.

- Home Directories

Soft quotas will be imposed on student webs. Students are expected to keep their storage at less than 100MB. The files of any student who exceeds this limit may be purged by the Systems Manager, without notice. Requests for exceptions to this policy must be directed to the Systems Manager beforehand.

- Mail

Please restrict your mail usage on the Linux machines to other local users, your instructor (for related classes), and the administrator. It should not be used as your primary mail system. Goldmail serves that role and the local administrator is not a postmaster.