

Department of Computer Science and Software Engineering POLICY

CSSE Project Rooms

Aug 2001

The Department of Computer Science and Software Engineering (CSSE) has set aside certain rooms on the east wing of the fourth floor of the Engineering Building for the exclusive use of students engaged in their CS or MSE project. The rooms are intended to provide a working environment in which students have resources dedicated to their education.

The following policy statement is a means of defining expectations students may have of the department in terms of providing services, and of outlining what behavior the department expects in return for use of the rooms. This policy supplements the *Seattle University Computer Acceptable Use Policy* (see <http://www.seattleu.edu/it/policies>). Contradictions between policies shall be resolved in favor of this policy.

Questions about this policy should be directed to the CSSE department chair.

Facility Administration

- Use of a CSSE project room is conditional upon being enrolled in the CSSE 487-488-489 undergraduate or the CSSE 585-586-587 graduate project course sequence.
- The only people granted access to each room are the students assigned to the room, the student's project faculty advisor, the CSSE department chair, and CSSE technical support personnel. Keys/combinations will be issued only to these people. No other people shall have unescorted access to the room without permission of the project team.
- Equipment shall not be removed from the rooms without explicit permission of the CSSE department chair.
- Non-SU equipment may be used provided permission of the project faculty advisor is first received.
- Use of tobacco products is prohibited in the rooms.
- When not in use, the rooms shall be locked and the windows shut and latched.

Configuration Management

- No one other than the student team shall be permitted to change software/hardware configuration without first notifying the team or advisor.
- The department shall be allowed access to all equipment in project rooms. CSSE technical support personnel shall be given administrator passwords, where applicable.
- Project teams are free to install software needed to support their projects. All software must be properly licensed.
- Project teams are responsible for backup and recovery of their computers.
- The contents of the room shall be inventoried at the beginning and ending of each project. Final project grades shall not be issued until all keys and equipment have been property checked in with CSSE technical support personnel.

Misc

- Departmental laser printers are not provided to serve as photocopy machines; only one copy of a document may be printed.

I have read and fully understand the policies stated for use of the CSSE Project Rooms.

Signed: _____ Printed Name: _____ Date: _____