TJHSST Computer Systems Lab Policies

TJHSST Student Systems Administrators

October 2007

1 Introduction

The mission of the TJHSST Computer Systems Lab is to provide cutting edge computer resources to the students and teachers of the TJHSST community. The lab hopes to foster innovative ideas. In order to provide an atmosphere conducive to innovation, users are given more freedoms than restrictions. However, with those freedoms comes greater responsibility.

The Student System Administrators (sysadmins) are a group of students who have distinguished themselves to be technologically competent as well as exceptionally responsible and dependable. These students are responsible for all of the Computer Systems Lab's infrastructure. While in the CSL, users should obey the following policies. If you have any questions, please feel free to contact a sysadmin. They don't bite (usually).

1.1 The Computer Systems Lab

The mission of the TJHSST Computer Systems Lab is to provide cutting edge computer resources to the students and teachers of the TJHSST community. The lab hopes to foster innovative ideas. In order to provide an atmosphere conducive to innovation, users are given more freedoms than restrictions. However, with those freedoms comes greater responsibility.

The Computer Systems Lab, herein described as the “CSL”, “syslab”, “lab” or “Computer Systems Lab”, refers to room 115 of the TJHSST school building.

1.2 The Student Systems Administrators

The Student System Administrators are a group of students who have distinguished themselves to be technologically competent as well as exceptionally responsible and dependable. These students are responsible for all of the Computer Systems Lab's infrastructure. These administrators, however, are students first and administrators second. The goal of the administrator program is not to create a perfect system but to give the student system administrators valuable experience in how a real networked environment works.

2 Syslab Services

2.1 Computer Systems Lab Account

All students and faculty receive a CSL account when they come to TJ. Any abuse, as determined by a Student Systems Administrator or Lab Instructor, will result in the suspension of the user's account.
All accounts will be active until August 31 of the student's graduation year, after which access will be denied and the resources will be returned to the current students.

2.2 MySQL Account

Any student with a proper reason, as deemed by a Student Systems Administrator or Lab Instructor, may receive an account by filling out a Service Request Form\(^1\). Any abuse, as determined by a Student Systems Administrator or Lab Instructor, will result in the suspension of the MySQL account and possibly the suspension of the user's general account.

2.3 Group Web Account

Any student with a proper reason, as deemed by a Student Systems Administrator or Lab Instructor, may receive a group web account by filling out a Service Request Form and getting it signed by the group/club sponsor. Any abuse, as determined by a Student Systems Administrator or a Lab Instructor, will result in the suspension of the group web account and possibly the suspension of the user's general account. If a group web account is not updated for more than one year, the site and the group will be removed. The group is responsible for alerting a Student Systems Administrator or Lab Instructor when a user must be removed from the group because of graduation.

2.4 E-Mail

Each student and faculty member receives a TJ email address (username@tjhsst.edu). Quotas for these accounts are currently at 75MB. To request more space for your account, please fill out the Services Request Form available at http://tjhsst.edu/admin/. On December 21, 2007, all account quotas will be increased to 7.5GB per user.

The accounts using the most storage will be occasionally checked for spam and email usage. If it is determined that the storage is being wasted with spam and automatically sent emails (Facebook, in particular), then the quota for that account will be decreased by 500MB.

2.5 Internet Policy

1 Intranet Posting Policy

The number of the announcements allowed on Intranet is limited intentionally as to preserve Intranet as an effective communications tool. Announcements will only be accepted if the information is sensitive (may only be viewed by TJHSST students and teachers) and is relevant to the majority of the community.

2 Intranet Poll Policy

In order for a poll to appear on Intranet, the exact text and possible answers must be approved by a school administrator. The document must then be given to the Intranet Maintainer to keep on file. Once completed, the question, answers, and desired duration should be emailed to

\(^1\) All forms may be found at http://tjhsst.edu/admin/
3 Open Message Boards

All content hosted on the web must be moderated/controlled. No open bulletin boards, wiki boards or message boards are to be hosted. If such a program is found it will be removed/disabled and the user will be alerted.
3 Policies

The Network User Guidelines still apply in the Syslab. The following are clarifications of the policies that will be especially enforced here due to past experience.

- Users with academic work take priority when computers are scarce.
  - Any user with a legitimate need may ask you to log out if you are playing a game, and you must respect their request.
  - While games are frowned upon at all times, they are strictly forbidden during eighth period. Playing games prevents users with academic work from signing up for the lab due to the restricted number of people allowed in.
  - If you are using a laptop in front of a workstation, you should be willing to move if someone needs the computer.

- Absolutely no food is allowed in the two computer sections of the lab. This policy exists due to large numbers of users leaving trash and food stuffs around the computers.
  - Water may only be consumed away from the computers.
  - Do not leave drinks on the desk.
  - Clean up any spills or messes you might leave so teachers and sysadmins don't have to.

- Tampering with another user's files is prohibited.
  - Even if they say you can, doing so in a way that prevents them from logging in or otherwise detracts from their experience is still prohibited.
  - Users with more GNU/Linux proficiency should not use their skills to bother other users, including by “killing” their session or slowing down their computer.

- Processor time on the computers is reserved for those using them.
  - Users are not to run tasks in the background or remotely when not logged in at the physical computer. These tasks may be run via SSH on a server such as ltsp1.
  - Even on servers, processor time is a shared resource and should only be used for academic purposes.
  - Lock your screen to protect your account when not at the computer, but log out if you will be away for a while and not available nearby.

- Users are not to remove, move, rewire or otherwise alter hardware in the CSL.
  - This includes keyboards, mice and mouse pads.
  - Do not shutdown computers. Do not reboot them without the permission from a teacher or sysadmin.
  - If you need to rotate a computer, such as to access a USB port, be sure to put it back neatly when you are finished. Most computers have USB ports accessible from the front. As a side note, always remember to unmount your flash drive before unplugging it (right click it's desktop icon and click “unmount” or “eject”).
○ Hardware problems should be reported to a sysadmin or teacher.

● Use this area as a computer lab. This should be self-explanatory.
  ○ No horseplay in the lab. Please be courteous.
  ○ Playing cards is not allowed in the Syslab.

4 Revisions

October 2007 – original re-write. Adapted from TJHSST Computer Systems Lab Policy written by Matthew Colyer in 2002, later re-written by Dan Tran in 2004.