

UQ ENGINEERING COMPUTING FACILITIES

2011

USER GUIDE

**After-hours access to Engineering
Computer laboratories and study rooms**

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**Faculty of Engineering, Architecture and IT (EAIT):
Hawken Engineering Bldg 50-S204
Tel 3365 4777 3346 9937
Email: enquiries@eait.uq.edu.au**

All Engineering Undergraduate and Postgraduate rooms and labs require an access card to enable the student to study after hours.

Some areas require a swipe card 24 hours.

To obtain a swipe access card, you **must**:

1. Read and fully understand the information contained in this document.
2. Complete an application form, available from the Faculty of Engineering, Architecture, and Information Technology S204 - 50.
3. Return signed Swipe Application form to Faculty office to apply for your card – *processing time may vary depending on the EAIT faculty's workload during peak semester periods.*
4. Access areas you may be eligible for will be discussed with you upon application. It is important to familiarize yourself with which room and building access details that you require.

Note: Please be advised that some access must be added to your student ID CARD instead and that you may not require an access card in some situations.

Swipe card User Responsibilities

Conditions of use

1. Using your swipe card to gain access gives you the authorisation to be in that laboratory (i.e. if you have not swiped your card to gain access you should not be in the laboratory).
2. Your swipe card is for your individual use only and must remain in your possession at all times (i.e. you shall not give your swipe card to other people).
3. You must not use your swipe card to allow other people to gain access into a laboratory.
4. If you lose your swipe card, you must notify one of the following sections:
 - a. **DURING BUSINESS HOURS (8.30 – 5.00):**
Faculty of EAIT: 3365 4777 or visit the faculty office.
 - b. **OUTSIDE OF BUSINESS HOURS:**
Security: 3365 1234
5. Whilst in the laboratory, you must not open the access doors to facilitate the entry of other people.
6. Possession of your swipe card shall remain with you until the end of your degree. After completion of your final semester your access will be cancelled and you must return the card to the Faculty Office (Deposits will be refunded for those students who paid deposits).

From Feb 2009, no deposit is required however if the card is lost, a replacement fee may be required if you wish to apply for a new card. This is non refundable.

Noncompliance

Noncompliance with "Conditions of use" will lead to the following disciplinary action:

1. **First offence:** will result in a warning and the student will be required to write a letter to the Head of Faculty student service point explaining why he/she should not be proceeded against under the Faculty student service point's misconduct policy.
2. **Second offence** will result in formal misconduct procedures. This will result in removal of your access privileges.

Proper Use of Computing Facilities

The computing facilities in laboratories are provided for use in academic work prescribed by the Faculty student service point. Improper use of the facilities disadvantages others. It is also an offence under University Statute 4, and will be treated as such.

Improper use of computing facilities includes (but is not limited to) such actions as:

- Use for purposes not prescribed or explicitly permitted by the Faculty.
- Willful damage to equipment or damage caused through negligence.
- Attempts to "break" any forms of software or hardware protection.
- Copying of, or interference with, system software.
- Use of another person's account without explicit permission of the Faculty.
- Reading or copying another user's file without their explicit permission.
- Any deliberate action which disrupts or adversely affects the use of the facilities by other students (this includes computer games)

No food or drink is to be taken into or consumed in the laboratories.

Non-compliance with any of these rules will result in the same actions as for swipe card access infringements.

Workplace Health & Safety

In addition to the parts of this document that deal with this subject, the University maintains a website dedicated to helping with any issues that may arise.

It is recommended that you familiarise yourself with the site and consult it with any queries.

The address is as follows,

<http://www.uq.edu.au/ohs/>

Emergency and Fire/Evacuation Procedures

Before FIRE or EMERGENCY-

All occupants should make themselves familiar with the Emergency Evacuation Procedures for their building, the location of fire exits and the operation of fire fighting and emergency equipment.

In the case of FIRE or EMERGENCY-

If you discover a fire or emergency:

- Sound the fire alarm system (if there is a push button alarm)

- Notify the appropriate emergency service contact number for your site, e.g. at St Lucia, Phone Security 53333 [all hours], giving:
 - details of location

 - type and scale of the emergency and - the name and location of the caller.

- Alert the Faculty office S204 - 50 who will report to all applicable Floor Wardens.

- If it is safe to do so, use the appropriate fire extinguisher to put out any fire (Don't fight a fire if it's large or you are not familiar with the use of the extinguisher.)

- **If you hear the alert mode of the fire alarm or when instructed to be alert by the Floor or Area Warden:**
 - Prepare for the possibility of an evacuation.
 - If using a computer save any work in case of power failure.
 - Secure any personal items.

- **If you hear the evacuate mode of the fire alarm or when instructed to evacuate by the Floor Warden:**
 - Walk quietly but quickly to the nearest exit and proceed to the assembly area outside the building and await further instructions.
 - Listen to and follow instructions from the Building or Floor Wardens.
 - In order to prevent injury and possible panic during evacuation:
 - **Do not** run, push, or overtake
 - Use stairs - **do not** use the lifts
 - **Do not** return to your desk, office or room
 - Do not re-enter the building until the 'all clear' is given by the Building Warden or Fire Service.

- **Outside of *normal working hours (*8.30 a.m. to 5.00 p.m. Mon to Fri)**
 - On hearing the fire alarm, occupants should evacuate the building even if the evacuate mode does not sound.