

Measure of the Dean of the Faculty of Informatics of Masaryk University No. 5/2017

Operating Rules of the Laboratory of Electronic and Multimedia Applications

(as amended with effect from 1 June 2017)

Pursuant to Section 28(1) of Act No. 111/1998 Coll., on Higher Education Institutions and on Amendments and Additions to Other Acts (the Higher Education Act), as amended (hereinafter referred to as the "Higher Education Act"), I issue the following measure:

Article 1

General provisions

- (1) These Operating Regulations of the Laboratory of Electronic and Multimedia Applications (hereinafter referred to as the Laboratory or LEMMA) are issued in accordance with the Operating Regulations of the Botanická 68a Campus, and specify other internal regulations, in particular MU internal standards governing the use of the MU computer network, the display of information in the MU computer network environment and the protection of personal data at MU.
- (2) The laboratory is designed for the following activities:
 - a) the implementation of the teaching of subjects that are part of the study programmes (during the teaching period, this activity takes precedence over other activities),
 - b) independent work of users in connection with the study of subjects taught in the laboratory (users working on bachelor's, diploma and doctoral theses and theses resulting from their study obligations have priority right to use the laboratory equipment),
 - c) for independent teaching and development work of users in connection with their studies.
- (3) The head of the laboratory is Assoc. RNDr. Petr Sojka, Ph.D., who may delegate another person to be the laboratory administrator.
- (4) In particular, the laboratory manager shall
 - a) ensures the technical operation of the laboratory,
 - b) establish and maintain user accounts in accordance with these Rules,
 - c) takes care of the operational condition and maintenance of the laboratory's HW and SW equipment,
 - d) maintains communication with users regarding their needs, suggestions and defect reports,
 - e) ensure compliance with the provisions of these Regulations.
- (5) The lab administrator has the right to perform all operations necessary to perform his or her function, including checking the contents of directories and monitoring user activity. However, the information obtained in this way is confidential.
- (6) The Administrator may delete the data of persons whose authorisation to enter and use the laboratory has expired; however, not earlier than one month after the expiry of the authorisation.

- (7) The administrator has the right to propose to the head of the laboratory the temporary suspension of access to the laboratory for a period of up to 1 month for users found to be in violation of the rules of these regulations or other legal standards.
- (8) The laboratory administrator is responsible for his/her activities to the head of the laboratory.

Article 2

Access to the laboratory

- (1) Persons (hereinafter referred to as users) who request access to the laboratory from the laboratory manager shall be authorised to enter the laboratory and use its equipment in accordance with these Regulations. This is subject to a written confirmation that the new user has read the operating rules of the laboratory and is aware of the possible penalties for violation of the rules.
- (2) To enter the laboratory, the user must use his/her identification card (ISIC/ITIC), even if the door is not closed.
- (3) The user must not allow any other person to enter the laboratory. Furthermore, he/she must not provide (or allow to use) his/her login and password or lend his/her identification card to another person.

Article 3

Principles for working in the laboratory

- (1) Users of the laboratory are obliged to observe and follow the MU internal standards governing the use of the MU computer network, the display of information in the MU computer network environment and the protection of personal data at MU.
- (2) When working, it is essential to observe the safety guidelines for working with electrical appliances. In particular, users are not allowed to rewire or transfer equipment or accessories (even within the laboratory). Users may connect external drives, cameras and other portable devices to the computers.
- (3) On the local storage of the computer, the user is allowed to store only the data needed to work on the current project (and even then only to the extent that it does not restrict other users of the storage). When the work is finished or when requested by the administrator or other users, the user is obliged to move the data to the remote THOR storage.
- (4) The user is obliged to immediately report any defect or discovery of missing laboratory equipment, as well as any discovered or caused damage to the laboratory equipment or borrowed equipment, as well as any suspected damage, to the laboratory manager or laboratory administrator at the following e-mail address: lemma-adm@fi.muni.cz.
- (5) If the computer is locked for an extended period of time without giving a reason, the administrator may forcibly terminate the session. Locking computers during class time is subject to the approval of the instructor.
- (6) Users are required to keep the laboratory clean and tidy. The laboratory is not a storage room and must not be used as a storage place for bags, backpacks or clothes (especially in winter).
- (7) Users will restore all used equipment and workspaces to their default (unconfigured) state when they have finished their work, so that they are ready for the next users of the laboratory.

- (8) When leaving the laboratory for an extended period of time (especially overnight), the last user present is required to turn off the monitors and lights in the room. When leaving the laboratory (even for a short period of time), users are obliged to secure the laboratory against unauthorised access.
- (9) Users are not allowed in the laboratory:
 - a) interfere in any way with the technical equipment of the laboratory (removing covers, disconnecting and reconnecting cables of stationary equipment),
 - b) remove any equipment from the laboratory without the permission of the laboratory manager or administrator,
 - c) smoking is prohibited in the laboratory, users should not eat or drink in the laboratory,
 - d) restart, switch on or switch off or lock (even with software) computer equipment (computers, printers or other devices),
 - e) Change workstation configurations and install programs without the approval of the lab administrator,
 - f) use the laboratory's facilities for private or commercial purposes or for political or religious agitation.
- (10) If the user causes damage to or theft of laboratory equipment through negligent or careless handling, he is obliged to pay for the damage.

Article 4

Borrowing system

- (1) The following provisions shall govern the loan of equipment (hereinafter referred to as "items") in use by the Laboratory:
 - a) laboratory users can rent equipment free of charge by requesting it in the laboratory's web-based reservation system; access to the reservation system is conditional on acceptance of these operating rules and completion of identification and contact details,
 - b) in the request for loan, the user shall, in addition to the identification of the item, indicate the project for which the items are to be loaned, the exact date of collection and return of the loaned items,
 - c) equipment is loaned on the basis of a loan agreement, which forms Annex 1 to these Regulations,
 - d) by signing the loan agreement, users confirm that they have checked the condition of the items and that they are taking them over in a condition fit for use,
 - e) users are especially obliged to protect the items from damage or loss and to return the items in the same condition and completeness as when they borrowed them,
 - f) users are obliged to report the loss or damage of borrowed items to the e-mail address lemma-adm@fi.muni.cz, on the same day that the loss or damage occurred, in case of loss, the responsible user is obliged to report the loss (typically theft) to the Police of the Czech Republic and also to the Secretary of the FI (tajemnik@fi.muni.cz), to whom he/she will immediately hand over all documents written by the Police of the Czech Republic, etc,
 - g) in the event of loss or damage to items, users undertake to compensate for the damage incurred; the manner of compensation is decided by the Dean of the Faculty of Informatics,
 - h) users are obliged to return borrowed items on time; in the event of delay in returning the item, the user is obliged to pay a contractual penalty of one percent of the purchase price for each item not returned and each working day of delay,

- i) the loan period can only be extended if the user requests the extension from the person in charge of the borrowing agenda and there is no interest in borrowing the item from another user,
 - j) Users are obliged to return the items before the end of the loan period if they have been notified by the laboratory manager that the items are needed for another interest of the laboratory; in this case, the items must be returned no later than the working day following the notification according to the previous sentence,
 - k) on the return of the borrowed item, the user will be issued a proof of return of the item upon his/her request,
 - l) in case of failure to settle obligations related to previously borrowed items, the user will not be allowed to borrow again.
- (2) The head of the laboratory has the right to make the loan conditional on the agreement of liability insurance for damage to the entrusted items or otherwise limit the scope of access to the laboratory equipment.
- (3) The loan cannot be claimed.

Article 5

Common provisions

- (1) In the event of a breach of any of the rules, the user may be banned from access to the laboratory and/or resources and equipment and may be required to pay compensation for any damage caused. Violations may be referred to the Disciplinary Committee in the case of students.
- (2) The user is obliged to deposit the final version of the project in the video archive of the laboratory with a complete specification of the copyright to the project after the completion of the project (usually before the end of the semester).
- (3) Works created in the laboratory courses have the status of school work. The student grants the school a royalty-free, perpetual license to use the works created by the student for teaching and for the presentation of the lab and the school, including inclusion of the work in other works. In particular, the student agrees to the publication of the work in the video archive of the laboratory. The school is not obligated to use the license. The use of works of authorship in works created without a license that allows the student to freely dispose of his/her resulting work is only possible with the consent of the laboratory director.

Article 6

Final provisions

- (1) I entrust the interpretation of the individual provisions and the continuous updating of this measure to the head of the laboratory.
- (2) I am entrusting the FI Secretary with monitoring compliance with this measure.
- (3) This measure shall enter into force on the date of its publication.
- (4) This measure shall enter into force on 1 June 2017.

Brno, 22 May 2017

Jiri Zlatuska
Dean FI