

I. WHAT AND WHO CSS COMPUTER RESOURCES ARE FOR	1
II. PUBLIC RESOURCES	1
A. SERVERS AND WORKPLACES	1
1. COMPUTER ROOM	1
2. SERVERS	2
B. SUPPORT	2
1. STAFF	2
2. LOCAL WWW PAGE	2
C. SOFTWARE	2
D. PUBLIC DISKS	2
III. PERSONAL RESOURCES	2
A. PRIVATE FOLDERS	2
B. E-MAIL ACCOUNTS	3
C. LOCAL HARD DISK	3
D. PRINTER	3
IV. USAGE - GENERAL	3
A. ACCESS TO THE RESOURCES	3
B. SWITCHING ON/OFF	3
C. LOCKING STATIONS	3
D. WARNINGS	3
1. LOGGING TIME	3
2. LOGGING ON TO MORE THAN ONE WORKSTATION	3
3. LOGGING OFF	3
4. VIRUSES	3
V. COMPUTER ROOM RULES	4
A. WHO MAY USE THE LABS:	4
B. WHAT YOU MAY DO IN THE LABS:	4
C. WHAT YOU MAY NOT DO:	4
D. YOUR BEHAVIOR:	4
E. NEED CLARIFICATION?	4
F. SECURITY	4

I. For what and for who are CSS computer resources

A computer is a tool. Its main function is to help the students to complete their course work. Using the computer for other purposes is of secondary importance and will not necessarily be supported by the CSS staff.

II. Public Resources

Computer workplaces intended for students use are located in:

- The Computer Room (room 201): 24 workstations plus a network printer
- The Language Room (room 201L): 4 workstations
- The Library: 4 workstations (1 is dedicated for TINLIB – library database)

All CSS computers are interconnected so that each of them gives a user the same access to public and personal resources.

A. Servers and workplaces

1. Computer Room

- ⇒ The Computer Room workstations and the printer are available for students every working day from 6 a.m. to 20 p.m.
- ⇒ During the scheduled lab sessions (e.g. during workshops on *Statistics* and *Methodology of Sociological Research* courses in the first trimester) the Computer Room is reserved for students signed up for the session.
- ⇒ The access code to the Computer Room will be changed every month.

2. Servers

CSS computer network servers work 24h a day 7 days a week, meaning that e-mail is received and sent out without interruption. Incoming mail will be kept in other servers during this time.

B. Support

1. Staff

The System Administrator, **Jakub Lengiewicz**, is available during his office hours in room 201A providing he is not outside on other duties. His email address is: admin@css.edu.pl. The manager of the CSS Information System, **Henryk Banaszak**, is available during his office hours in room 201A. His email address is: habanasz@css.edu.pl

2. Local WWW page

The CSS local home page address is: <http://info.css.edu.pl/>. It is a default page loaded automatically when starting Microsoft Internet Explorer (web browser). It contains basic information on local network resources, their usage, and useful Internet addresses.

C. Software

With a few exceptions all the workstations work under the Windows XP Pro operating system. Every workstation has the same set of applications installed:

- Microsoft Office 2003 Standard Edition containing:
 - * MS Word
 - * MS Excel
 - * MS PowerPoint
- SPSS for Windows 12.0.
- E-mail client Outlook Express (default e-mail client)
- Web browser (default) Internet Explorer 6.0
- WinZip compression utility
- Adobe Acrobat Reader 5.0.

The software mentioned above is sufficient for all student needs during the whole academic year.

D. Public Disks

Public disks space is located in the file server in COMMON folder. The folder has the following sub-directories:

- **Courses**, containing teaching materials used in courses conducted in the CSS,
- **DataBases**, containing survey data coming from ISSP (International Social Survey Programme), PGSS (Polish General Social Survey) projects and from Public Opinion Research Centre, Poland) and other sources,
- **StudentFiles**, containing files written there by the students for public use.

Students have the right to read and execute files from above directories of the COMMON folder. They can also store files in the **StudentFiles** directory after getting permission from the System Administrator.

III. Personal resources

A. Private folders

Each student will have 50 MB of disk space on the file server disk system at his/her disposal. Each student's personal folder will have the same name as the unique *user name* assigned to every student at the beginning of the induction period together with the *user password*.

Students can organise their folders as they like, but for technical reasons (i.e. because of the requirements of the e-mail software) they will not be able to change some of the folders already created by the operating system.

The data stored in personal folders are safe: data kept there can be read, modified and deleted only by the owners of the folder logged in to the network. Moreover, back-up safety copies of data from the students' folders will be made automatically.

B. E-mail accounts

Every student will obtain his/her own e-mail account at the beginning of the programme. The space available for mailboxes is limited.

C. Local hard disk

During his/her work each student may use the whole disk space in D: drive of the workstation. After completing his/her work each student must clean D: drive, so the next user will find it empty.

D. Printer

Every student can print his/her documents on the network printer. However, printing is not free - students pay 10 gr (0,1 PLN) for a single page. The paper for the printer is supplied by the CSS. Attention! Keep in mind, that system registers all pages sent to the network printer, so use the printing facility with care!

IV. Usage - general**A. Access to the resources**

Users of the CSS network obtain access to the resources and the services after logging on.

- To access personal folders and mailboxes a student has to log in to the network using his/her own *User name* and *User password*. *User passwords* must be entered exactly as written on the paper delivered to the students at the beginning of the induction period.
- *User password* can be changed by it's owner (Alt+Ctrl+Del and Change Password commands). The CSS staff will not take responsibility for the loss of access to the network resources resulting from forgetting a password by the user.

After completing her/his work each student must log off from the network to allow the next person to log on.

B. Switching on/off

Students must not switch off computers - the computers will automatically do this when they are not used for some time.

C. Locking stations

Student can leave a workstation and lock it for no more than 20 minutes. After that period the system administrator can shut down the station so as to allow another student to use it.

D. Warnings**1. Logging time**

Because of the systems particular nature the logging process can take up to several minutes.

2. Logging on to more than one workstation

Students must not log on to more than one workstation. Doing so risks loosing their personal settings for all applications used before (so called PROFILE) and may cause the malfunctioning of the system.

3. Logging off

When a user leaves a station without logging out, he/she leaves open access to his/her personal files to anybody who uses the station after him. The CSS staff will not take responsibility for the loss of privacy and personal files resulting from such careless behaviour.

4. Viruses

Antivirus software is installed on every computer in CSS. It monitors the read and write operations on all disks, including floppy disks. When it detects a virus it asks the user to choose between cleaning and deletion of the infected file.

V. Computer Room Rules

The Centre for Social Studies makes the following rules for the computing facilities users. If you break the rules CSS Manager of Information System may take action against you.

A. Who may use the labs:

- All users must be currently enrolled in a course offered by the school,
- During the scheduled lab sessions, users not signed up for that session must obtain permission to stay from the session supervisor,
- Users must identify themselves when requested to do so by a member of the Centre staff.

B. What you may do in the labs:

- Users may use the lab computers and printers to complete course work,
- As a special privilege, users may also use the lab computers for other work including word processing, email, web browsing, and programming. However, at all times users doing course work have priority over users doing other work,
- Each user can keep no more than 50MB of her/his personal files,
- Each user can send e-mail messages of size not exceeding 1 MB each.

C. What you may not do:

- Users must not use others' accounts or knowingly allow others to use their accounts,
- Users must not attempt to subvert protection on the computer system. Running password cracking and network snooping programs is evidence of such an attempt,
- Users must not interfere with the computer hardware and software:
 - do not unplug cables,
 - do not switch off computers or printers,
 - do not install any software on workstations - if you need some, ask the System Administrator or Information System Manager, for permission,
 - users must not lock their workstation for more than 20 min.

D. Your behavior:

- Users must not take food or drink or coats into the labs,
- Users must not distract other users who are working and there should be:
 - no excessive, loud, or offensive talking,
 - no radios, tape, or CD players, without headphones,
 - no computer games producing sounds,
 - no perpetrating fraud or harassment by email or similar means,
 - no obtaining offensive material over the Web or network,
 - no incurring of unauthorised network costs.

E. Need clarification?

If you are not sure if you can use the CSS equipment for a given purpose ask a staff member first.

F. Security

Protect your access to the labs !!!