

PC classroom operating rules



POD-O-LEE

Operating rules for the PC classroom and rules for using the Pod-O-Lee club printer

Part I

Operator

The PC classroom is operated by the CTU Student Union, Klub Pod-O-Lee, located at Na Lysině 772/12, 147 00 Prague 4-Podolí

Useful contacts

Official website of the PC classroom



Contact details for individual
PC room administrators



Instructions on how to pay membership fees



Club Reservation System



Part II

General information

The PC classroom is a room primarily intended for study or meetings held by Pod-O-Lee members. It is located in the basement of Block C. To get there, enter Block C, turn left, and go down the stairs. After passing through the door, the entrance to the PC classroom is on the left.

Room name: PC classroom

Unlimited operating hours: 7:00 - 22:00

Operating hours with valid nighttime quiet hours: 22:00 - 7:00

Phone numbers:

Emergency medical services: 155

Fire department: 150

Czech Police: 158

Municipal police: 156

European emergency hotline: 112

Room and capacity

Right room (with printer): 20 osob

Left room: 20 osob

Heating, ventilation, lighting

- Heating is provided by central heating at 18-22 °C.
- Ventilation is provided by two windows (one in each room).
- Lighting is provided by incandescent bulbs.

In case of contradiction, the Czech version applies.

Part III

PC classroom operating rules

1. Entry to the PC room of the Pod-O-Lee club of the CTU Student Union (furthermore referred to as PC room) is only available to members of the Pod-O-Lee club who have a valid basic membership or who have been granted a waiver of this fee by the Board of Directors of the Pod-O-Lee club (hereinafter referred to as the Board of Directors). For a description of how to become a member and instructions on how to pay dues, please visit the website here: <https://podolee.cz/platby/>.
2. A person who has paid the membership fee and uses the PC room facilities is called a PC room user (furthermore referred to as the user) and by entering the room agrees to the Operating Rules of the PC room Club Pod-O-Lee of the CTU Student Union (furthermore referred to as the Operating Rules) and agrees to obey them.
3. The PC room consists of two rooms, the front room (where the printer is located) and the back room. The back room can be rented for personal use under the rules stated above, see section 10.
4. A card system is used to enter the PC room. Each PC room user must sign in with their card on the card reader when entering the PC room. The last user to enter is required to close the entrance door with the card reader behind them. Thus, the number of users in the room must be the same as the number of cards logged in. The access card is non-transferable, i.e. it is used to enter the room only for the cardholder.
5. **It is strictly forbidden to bring visitors who are not members of the club and do not have an active membership into the room without the consent of the PC room administrator, the appropriate reservation of the back room of the PC room, or the approval of the Pod-O-Lee Club Board of Directors.**
6. **No pets or other animals allowed.**
7. The user is obliged to keep the PC room tidy, especially during the night-time peace (which is set at 22:00 - 7:00), so as not to disturb other users of the room and residents of the block. Moving or removing furniture in the PC room without the permission of the PC room administrator or his/her representative or the Pod-O-Lee Club Board of Directors is prohibited. The user must be respectful of the PC room equipment and treat it in a manner that will not damage it. When using the whiteboard, the user shall handle it in such a way as to avoid damaging it and wasting the marker unnecessarily.
8. It is forbidden to smoke, consume alcohol, take drugs or enter the classroom wearing shoes that leave any dirt. It is allowed to consume and bring in drinks and food that meet the following conditions:
 - a. All beverages must be in any leak-proof container with a resealable lid that is closed immediately after drinking.
 - b. All food must be in sealable containers. (In the case of non-packaged food, it must be brought in some sort of leak-proof, sealable container.)
 - c. Neither food nor beverages shall contain addictive or psychotropic substances.
 - d. All food and beverage containers must be removed by the user when leaving the PC room, or use the appropriate mixed and separated waste bins in the PC room.
9. The user is obliged to keep the floor, desk, shelves and other equipment of the PC room clean. In the event that the user damages the PC room equipment or the PC room itself, the user must immediately address this with the PC room administrator or, if possible, try to prevent the problem from spreading and report it to

the PC room administrator immediately afterwards. If damage is found to the PC room equipment or the PC room itself, the user must report it immediately to the PC room administrator or his/her representative.

10. Upon leaving, the user shall check the condition of the space he/she has been using up to that time and return it to its original condition and clean it up. Chairs must be retracted to their original location. After using the board, the user must clean it. If he/she is the last user in the room, he/she must return the room to its original condition, i.e. close the windows, turn off the lights, check and clean the rest of the room if necessary, and close the entrance door to the back room. When leaving, each user must sign out with their own card they used to enter the room and the last person leaving the room must close the door behind them.
11. It is forbidden to tamper in any way with the wiring and connections of the printer or computers in the classroom. Use of computers is covered in Section IV and printers in Section V.
12. It is forbidden to use unnecessarily too much of the PC room space without a reservation for one's own use than is necessary, thus blocking space for other users.
13. It is forbidden to disturb other users while working in the PC room, it is necessary to be polite and respectful to all other users present in the PC room. The user shall not disturb others e.g. by loud music from the speakers and shall immediately turn it down when requested by the user or the PC room administrator. **If the user's actions are disturbing someone else and he/she does not stop the activity when asked, the person carrying out the activity may be punished for breaking the rules in section 16!**
14. The PC room has data sockets and a wifi wireless network, when using these the user must follow the Academic Network Usage Policy as well as the SU Pod-O-Lee Club IP Computer Network Usage Policy.
15. The back room of the classroom can be reserved using the club's reservation system, reservations must be made at least 24 hours in advance and notified by email to tisk@pod.cvut.cz. The message must include: first name, last name, ID, purpose of the rental, who will be in the room at the time of the reservation, and must also specifically indicate the time from XX:XX to XX:XX that the person wishes to reserve the room. The room can be rented without interruption for a maximum of 24 hours.
16. In justified cases, the Pod-O-Lee Club Board of Directors or the PC room administrator may grant a one-time exception to this policy.
17. Users of the PC room must follow the instructions of the PC room administrator, his/her representative or the Board of Directors. **Failure to obey this rule is a violation of classroom rules!**
18. **Any violation of the Operations Rules will be punished according to the restrictive measures listed below, or the rules of the Pod-O-Lee Club, or according to the applicable laws of the country.**
19. By entering the room, all visitors agree to the taking of video footage that may be used in the event of a violation of any of the rules. The handling of CCTV footage is regulated in the IP CCTV system.
20. Neither the PC room administrators nor the Pod-O-Lee Club are responsible for damage to items brought in (e.g. money, electronics, clothing, etc.) by PC room users.
21. PC room users use the equipment in the PC room at their own risk, ensuring that all equipment is free from defects preventing safe use before use, and if a defect is found, they must report it to the PC room administrator or his/her representative.
22. The PC room administrator shall be responsible for the operation of the PC room and for the observance of its regulations.

23. In the event that a user finds an item belonging to another user, the user shall bring the item to the PC room administrator or the administrator's representative.
24. In the event of an accident, the user is obliged to call for help (155 or 112) depending on the severity, provide appropriate first aid, and inform the Administrator or their representative, who will secure the room against further possible injury.
25. In the event of fire, smoke, or the smell of burning, the user is obliged to immediately stop the activity, alert other people in the classroom, leave the classroom via the nearest escape route, and call the emergency number 150 or 112.
26. Without the express consent of the Administrator, it is prohibited to use equipment and perform activities with an increased risk (e.g., soldering, hot air, charging damaged batteries, open flames, heating elements, personal extension cords without inspection) in the classroom if they could endanger the safety of the classroom equipment or other users.

Part IV

Rules for the use of computers and projectors

1. When using a data projector, the user must ensure that it is switched on for the necessary amount of time to avoid unnecessary wear and tear on the bulb.
2. When using monitors, the user must ensure that they are switched on for the necessary amount of time to avoid unnecessary wear and tear.
3. When handling computers or data projectors, it is necessary to take care not to damage them.
4. When using the computer, the user must observe the rules of the academic network according to the relevant internal regulation of the Rules for the Use of the SU Pod-O-Lee Club Computer Network and use the PC in such a way as not to damage it.
5. The user must not interfere with the PC settings without the permission of the PC room administrator or network administrator.
6. In justified cases, the Board of Directors or PC room administrator may grant a one-time exception to these rules.
- 7. Any violation of the rules for use of computers and projectors will be punished according to the restrictive measures listed below, or the rules of the Pod-O-Lee Club, or according to the applicable laws of the Czech Republic.**
8. Upon the request of the Administrator or a representative of the Administrator, the person must cease any activity currently in progress with the computer(s) or data projector(s) and allow the person to work with the item. Failure to carry out the activity is a violation of the operating rules.
9. The use of computers and data projectors is the responsibility of the PC Room Administrator and his/her representative(s).
10. The user may not install software without the consent of the Administrator or Network Administrator; the user is obliged to comply with the license terms of the software used.

11. When using external media (USB drives, etc.), users are required to ensure security; if harmful content is suspected, they are required not to use the device and to inform the Administrator.
12. Users may not bypass authentication, gain access to other people's accounts, perform network scanning, vulnerability tests, or other activities that may compromise the security of the network or devices.

Part V

Rules for using the printer

1. The printer is located in the front room of the PC room and is available to all club members who have set up an account with the PC room administrator or his/her representative, have paid the basic membership fee and have their own chip card added to the printer system (or printer login code).
2. Use of the printer is priced according to the current price list posted by the printer and can also be found on the club website at <https://pod.cvut.cz>.
3. In the case of printing it is necessary to follow the printer manual, which is attached to the printer.
4. When inserting a USB drive into the printer, care must be taken not to destroy the input connectors. The USB drive must be in FAT32 format. Additionally, it must not contain any viruses that could damage the printer software. If these rules are not followed, financial compensation may be enforced, according to the restrictive measures section.
5. When handling the printer, it is necessary to be gentle with it so that it is not unnecessarily damaged.
6. It is forbidden to print on someone else's account without the express permission of the other person.
7. It is strictly forbidden to print photographs on the printer!
8. **It is prohibited to print content that violates Czech law, infringes copyright, or contains the personal data of third parties without authorization. Violations will be dealt with in accordance with restrictive measures.**
9. The user is forbidden to interfere with the settings of the printer and its electrical wiring in any way. The user is also obliged to obey the operating rules of the PC classroom in which he/she is located.
10. In case of finding a problem on the printer, it is necessary to immediately contact one of the printer administrators at task@pod.cvut.cz or in person to report the problem found on the printer.
11. If the printer runs out of paper (A4 or A3) or ink, this must be reported immediately to the Printer Administrator or a representative of the Printer Administrator who will restock the printer. The actual restocking is a violation of the printer use policy.
12. In justified cases, the Board of Directors or the PC room administrator may grant a one-time exception to this policy.
13. **Any violation of the printer use policy will be punished according to the restrictive measures listed below, or the rules of the Pod-O-Lee Club, or applicable state law.**
14. Upon request of the administrator or representative of the administrator, the individual must cease the activity currently in progress with the printer and allow the administrator to work with the printer. **Failure to comply is a violation of classroom rules!**
15. The PC Room Administrator and his/her representative(s) are responsible for the operation of the printer.
16. The PC Room Administrator, or his/her representative(s), is responsible for collecting the user's credit balance and, upon request, is required to issue a receipt to the user for the credit balance transaction on their printer account.
17. In the event of a printing error or printer failure, the user is required to report the incident to the Administrator immediately.
 - a. Any recognition/compensation for printing (refund/repeat) is handled by the Administrator on a case-by-case basis, depending on the circumstances and available logs.

Part VI

Restrictive measures for breach of the Order

1. Restrictive measures are defined in the IP Rules for Imposing Penalties for Violations (BANs), which take precedence over the Operating Rules.
2. Violations of any point in Parts III, IV, and V are subject to the following possible sanctions, depending on their severity (each offense will be judged individually):
 - a. a warning by email with a deadline for correction,
 - b. alternative punishment in agreement with the Administrator or Board of Directors,
 - c. blocking of membership benefits for a certain period of time, i.e., imposition of a Pod-O-Lee BAN,
 - d. cancellation of the printer account and refund of all remaining money in the account,
 - e. permanent blocking of membership benefits, i.e., imposition of a PERMABAN,
 - f. resolution with Podolí dormitory staff,
 - g. disciplinary action by the disciplinary committees of the CTU faculties,
 - h. referral to the Czech Police for resolution,
 - i. enforcement of financial compensation to the Pod-O-Lee club for damage caused by the user in the PC classroom.
3. The imposition of sanctions under points e) to i) shall be decided by the PC classroom administrator after consultation with the Board of Directors.

Part VII

Final provisions

1. These operating rules shall become effective immediately upon their posting at the Pod-O-Lee official page.
2. This document replaces all previous versions of the PC classroom operating rules and printer usage rules, if any.

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Kateřina Pilná
Chairman of the Pod-O-Lee Dormitory Club

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Authorized person of the SFA CTIU