



University of Puerto Rico at Mayagüez
Department de Electrical & Computer Engineering
MICROPROCESSOR INTERFACING LABORATORY



General Rules (Rev. 01-16)

1. The entrance to the facilities is reserved exclusively for students enrolled in the course ICOM-4217 or approved projects. Any authorization for the use of facilities shall be designated by the Laboratory Director. Persons authorized to access the laboratory facilities and resources shall follow the rules and procedures established for the University of Puerto Rico system ¹.
2. Each group will be assigned a workspace with a computer and resources for the development of their project. It is the responsibility of each group to maintain and return those resources in good condition. The lab assistant will perform periodic inventory checks to ensure the integrity of loaned laboratory resources.
3. The University maintains a limited stock of resources to support project development. Resources requests can be made via a "Materials Request Form". The submission of a request form does not guarantee that the requested resource will be provided. It is the responsibility of each work group to acquire any materials that could not be provided from the laboratory stock. Materials and parts brought into the lab for the performance of a project must be removed from the laboratory at the end of the project performance.
4. The laboratory is monitored by security cameras 24/7. Anyone agreeing using the laboratory also agrees on monitoring and recording their behavior by the security cameras.
5. Each authorized user will have access to the facilities using his or her provided access card. The access log will be used as a user registry. This registry could be used to establish responsibilities, if necessary.
6. The laboratory will remain open as long as a lab assistant is present. In his absence, authorized students can stop by the campus security office to request that the laboratory wooden door be opened. The student requesting such a service must present his or her student card at the office. The requester will be registered as the person in charge of the lab. If the person in charge leaves the laboratory, he or she must close the lab wooden door and notify the professor via email. If another student wants to stay in the lab, the outgoing student must transfer the responsibility by notifying the campus security office or the professor via email. Any incident must be reported by the person in charge. The published schedule indicates the availability of a lab assistant in the facilities..
7. The consumption of beverages and/or food within the laboratory facilities is prohibited. This prohibition includes depositing waste food or drink into the lab trash cans.
8. It is the responsibility of each group to maintain their work space neat and organized. The cutting, grinding, or machining of materials that generate particulate is prohibited within the laboratory facilities.
9. Dress code: Students in the laboratory facilities should use proper attire for a study center and particularly clothing that minimizes the generation of static electricity. Refrain from using vinyl clothing, rubber shoes (eg. Crocks) or other parts known to generate high levels of static electricity.
10. The entry of pets at the facilities is prohibited. This restriction excludes guide dogs used by blind people.
11. Removing any resource from the laboratory without written permission of the laboratory director or department director is prohibited.
12. It is forbidden to temporarily or permanently add or bring any type of resource to the lab without prior authorization of the laboratory director or department head. This rule excludes the use of laptop computers for personal use provided they are with their owner, and electronic components used in projects prototypes.
13. Accessing the network must always be done wirelessly. Plugging personal computers to the wired network is a violation to the Laboratory Regulations and will carry penalties.
14. The usage of the laboratory printer is subject to the institutional rules established for computer center printers. The system will deduct the number of printed pages from your print quota.
15. The transfer (loan) of accounts among students is strictly prohibited. If this were the case, the account will be deactivated.
16. Any software installation requires prior authorization from the system administrator. The use, installation, or storage of programs or resources that violate current copyright law is not allowed.
17. Unnecessary noise within the laboratory is prohibited. Using external computer speakers is prohibited, except for projects that require so. In such cases, moderation is advised. The use of hearing aids will be permitted provided that their volume is moderate and does not disrupt the work environment.
18. The act of locking computers is limited to a maximum of ten minutes. If the computer were not unlocked before the timer expires the work session will be automatically terminated and the logged user logged-out without notice.
19. Students must respect the workspaces of their peers and refrain from assessing restricted access areas in the laboratory. Under no circumstances should a student sabotage or modify in any way the project area of other groups or access unauthorized areas.
20. The laboratory has designated seats for people who require special accommodations. Such individuals will have priority in using such resources.
21. It is the duty of every student to report any violation to the rules established herein. Violation of the dispositions contained in this regulation will be sufficient cause to initiate a disciplinary action against the offender; including denial of access to resources, removal from the facilities, and/or any other applicable legal action.

Contacts:

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¹ For more information request a copy of the document "Política Institucional y Procedimiento para el Uso Ético Legal de las Tecnologías de Información de la Universidad de Puerto Rico".