1. **Purpose**
   1.1. The Department of Logistics' Computer Laboratory **VDS 3046 and Lecture Rooms VDS 3022 & VDS 1004** are for the use of the <u>Department's postgraduate students for academic purposes</u>. This includes lectures, tests, group work and the use of the computers to complete assignments and projects.

   1.2. *Persons who register to use the Department's facilities must <u>sign an agreement</u> to verify that they are familiar with the latest Department of Logistics Code of Conduct.*
   1.3. *Failure to adhere to the set rules will lead to termination of access and disciplinary action.*

2. **General Rules**
   2.1. To ensure an environment that stimulates Academic Excellence **NO GAMES, NO SOCIAL MEDIA and NO Non-Academic VIDEOS** are allowed in the Department's facilities without explicit permission.
   2.2. **NO NOISE** (e.g. music, cell phones or conversations) are allowed inside the Department's facilities or in the passages bordering offices, lecture halls or labs. Persons causing disturbances may be asked to leave.
   2.3. To ensure a hygienic work space **NO FOOD, NO DRINKS, NO SWEETS, NO SNACKS, NO GUM and NO SMOKING;** only water from spill-proof containers are allowed in the Department's facilities.
   2.4. **The bins** in the lab VDS 3046 and Lecture Room 1004 are <u>only for paper waste – No food or drinks</u>! Dispose of other waste in the appropriate bins provided at the building entrances.

   2.5. <u style="color:red">Personal items may not be left unattended</u> in the Department's facilities. <u>All personal items must be marked</u>, unmarked items are subject to being thrown out or donated without prior warning!
   2.6. <u>NO Pets</u> are allowed inside the Department's facilities – with the exception of guide dogs.
   2.7. <u>NO Wheels</u> are allowed inside the Department's facilities - with the exception of wheelchairs.
   2.8. Workstations and <u>desks must be left tidy</u> with seats neatly tucked in.
   2.9. Check that all <u>equipment and lights are switched off</u> when not in use.
   2.10.   Persons will be kept <u>liable for all damages</u> that they cause, or damages caused by others because of their negligence.
   2.11.   **Report all problems promptly to ms. J. Thiart.**

3. **Equipment Setup and Use**
   3.1. Students and staff are responsible for **keeping backups of all their work.**
   3.2. Only the administration is allowed to change the computer hardware or software setup. <u>Tampering with the computer setup will not be tolerated.</u>
   3.3. Request for special software for class or research purposes can only be made by staff.
   3.4. All computers are subject to upgrades as and when needed without prior warning.
   3.5. All users must adhere to the <u>US Electronic Communications Policy (ECP)</u> at all times.

4. Printers

4.1. A Safecom colour printer is available at the Victoria side entrance, Room 3044 for use by staff and students. Additional printers are available at the Fharga labs, VDS 3051/3054.

4.2. Abuse or misuse of printers and paper will not be tolerated.

5. Access

5.1. All staff and students must enter the Logistics facilities using their own cards. Persons whose cards have not been registered for the Department facilities are not allowed to enter these facilities unless they are accompanied by staff.

5.2. Card Access Times:

i. **Lecture rooms VDS 3022 & 1004**: Card access only during office hours, Mon-Fri 08:00 – 16h30.

ii. **Lab VDS 3046**: 24/7 card access.
Use VDS Entrance 3 after hours to enter/ leave the building.

5.3. Access to the Department of Logistics is allowed through the main glass door entrances, near VDS 3017 and VDS 3044. The side door near VDS 3004 is only for Staff use and Deliveries.

5.4. Students are NOT allowed to use Staff facilities: including the staff toilets, break room VDS 3019 and kitchen VDS 3020.

5.5. Meeting Rooms VDS 3032/33 is only for use by appointment with staff.

5.6. Hons students are NOT allowed to use facilities provided for the Masters and Phd students VDS 3048-VDS 3050.

6. Security

6.1. Network cameras are used in the VDS building to recording everything 24 hours, 7 days a week. No tampering with the cameras will be tolerated.

6.2. The lab and lecture room **doors must be closed properly at all times** to avoid unauthorised access.

6.3. The last person that opened the door will be regarded as the person who left the door open for unauthorised access. This person will be held liable for any damages or loss incurred to the Department.

6.4. Emergency exits and door break glass may only be used in proper emergency situations and reported immediately to the Department and Campus Security. No unnecessary use or tampering will be tolerated.

7. Bookings

7.1. Bookings may only be made by staff.

i. Lab VDS 3046 bookings @ ms J. Thiart

ii. Lecture room bookings @ ms. M. Mostert

iii. Meeting room bookings VDS 3032/33 @ door DIY.

7.2. All bookings must be made well in advance.

7.3. The use of the facilities for scheduled classes will always take preference over ad hoc bookings and general use.

7.4. Venues no longer needed must be cancelled to enable use by other parties.

Enquiries | Bookings | Report Problems
VDS 3046: Jeanette Thiart VDS 3005, tel 808 2727, jthiart@sun.ac.za.
VDS 3022, 1004: Marlene Mostert VDS 3017, mmt@sun.ac.za.

Campus Security: 021 808 2333 / 021 808 4666

VAN DER STERRGEBOU - VLAK 1
skaal 1:200

Ingang 1
Ingang 2
Ingang 3
Ingang 4
Ingang 5
Ingang 6

VAN DER STERRGEBOU - VLAK 3
skaal 1:200

Rooiman Thiart
Mastert
Spodnals-gerber
HOD Visagie
Hons Lab
AdBad
IN

Legend:
- Staff Only
- Appointment with staff
- Lecture Rooms (Office hours)
- 24/7