




## STANDARD OPERATING PROCEDURE FOR COMPUTER LABORATORY USE




### FACULTY OF MATHEMATICS AND NATURAL SCIENCES

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## 1. OBJECTIVE

1.1 As a guide to carrying out practical activities in the FMIPA UNJ Computer Laboratory correctly and implementing safety, occupational health and environmental guidelines.

## 2. SCOPE

2.1 Implementation of this SOP applies in the computer laboratory.

## 3. TERMS AND DEFINITION

- 3.1 The FMIPA UNJ Computer Laboratory** is a shared facility that requires all users to comply with these rules to ensure a safe, comfortable, and productive academic environment.
- 3.2 Occupational Safety and Health (OSH/K3)** is a thought and effort to ensure integrity and perfection, both physically and mentally. With occupational safety and health, practitioners (students), laboratory assistants/PLPs and lecturers can carry out practicums in the laboratory safely and comfortably.
- 3.3 Laboratory users** are students, lecturers, and other parties who are only permitted for academic support activities such as practicums and research. It is strictly prohibited to carry out any unrelated activities, including but not limited to games, hacking, pornography, immoral acts and consumption of illegal drugs.
- 3.4 Laboratory Staff/PLPs** are employees who assist the Head of the Laboratory to facilitate activities in the laboratory.
- 3.5 The Head of the Laboratory** is a person who is generally responsible for operations in a laboratory.
- 3.6 Laboratory Equipment** is all the rooms and equipment in the Computer Laboratory. All laboratory equipment is the property of the institution. Use the room and equipment responsibly and do not damage or abuse them in any way.

## 4. LEGAL BASIS


4.1 Permenpan RB No.07 tahun 2019 about Jabatan Fungsional Pranata Laboratorium

## 5. TERMS OF SERVICE

### 5.1 Rules and Regulations :

#### *General*

- The FMIPA UNJ Computer Laboratory is a shared facility that requires all users to comply with these rules to ensure a safe, comfortable and productive academic environment. By using the Practicum Room in the Computer Laboratory, you agree to comply with these rules.
- All rooms and equipment in the Computer Laboratory belong to the institution. Use the space and equipment responsibly and do not damage or abuse them in any way.

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3. The Computer Laboratory is a quiet workplace. Please keep conversation sounds and noise levels low so as not to disturb other users.
4. The Computer Laboratory is only permitted for academic support activities such as practicums and research. It is strictly prohibited to carry out any unrelated activities, including but not limited to games, hacking, pornography and consumption of illegal drugs.

### ***Practicum Room Usage***

1. The FMIPA UNJ Computer Laboratory Practicum Room may only be used for scheduled lecture/practicum/exam activities, either through the system or by agreement with the laboratory manager. Use of the laboratory outside of these purposes must be permitted by the Head of the Computer Laboratory.
2. It is prohibited to bring food or drinks into the computer laboratory to prevent damage to the equipment, as well as to protect the air in the room so that unpleasant odors do not arise due to food or drink.
3. Smoking in any form is prohibited in the computer laboratory environment so as not to pollute the air in the laboratory environment.
4. Always maintain cleanliness and tidiness in the laboratory room. It is prohibited to leave trash or other used materials that could contaminate and endanger the laboratory environment.

### ***Device Usage***


1. It is prohibited to modify or change the configuration of devices or systems, such as removing computer power cables, mouse cables, network cables (LAN), and others without the permission of the laboratory manager.
2. It is prohibited to use devices that can harm or damage computer equipment or systems, such as virus-infected flash disks or other external storage devices. Prioritize the use of cloud storage to back up your work.
3. It is prohibited to install or use software that is not permitted or is not directly related to practical and research activities on computers in the laboratory.
4. Users are responsible for regularly saving their work data. The laboratory manager is not responsible for loss of user data on laboratory computers.
5. Accessing or modifying files, folders, or accounts that do not belong to you is prohibited. Respect the privacy and security of other users.

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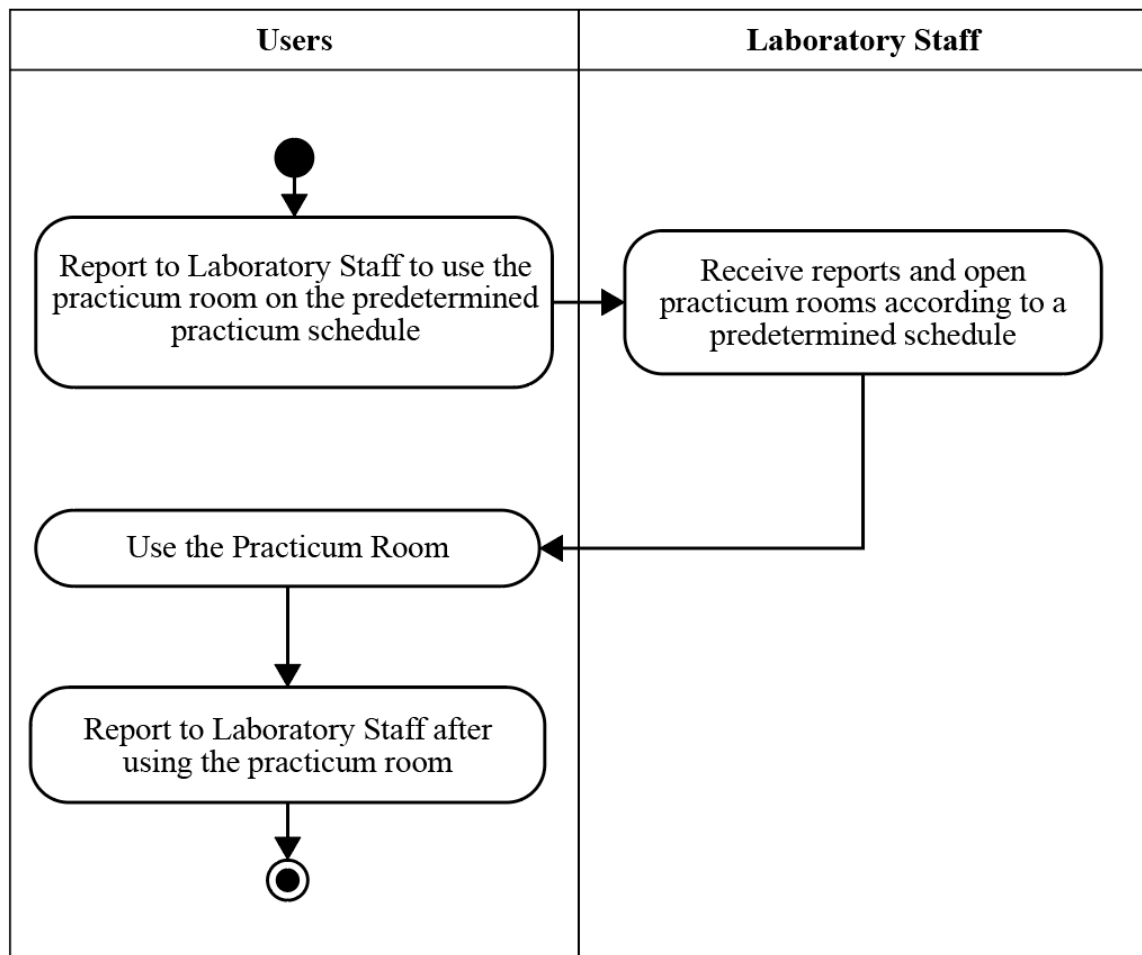
6. Always turn off the computer and return the device, chair and table to their original configuration after use.

### *Miscellaneous*

1. If you notice a problem with computer laboratory equipment or see a violation of these rules, report it immediately to laboratory management.
2. Users who violate these rules will be given a warning by the laboratory manager. If this is not complied with, violators are threatened with more severe sanctions, such as having grades reduced in related courses and/or being prohibited from using the Computer Laboratory facilities for a period of at least one semester.
3. Other matters related to the rules for using laboratory facilities that are not written here will be determined later.
4. By adhering to these rules, you can help ensure a safe, comfortable, and productive environment for all Computer Laboratory users.

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## 6. PROCEDURES AND SCHEMES



## 7. IMPLEMENTING ACTIVITIES

### 7.1 Head of the FMIPA Computer Laboratory

The laboratory head coordinates with the teaching lecturer, PLP to formulate activities in the Computer laboratory


### 7.2 Staff of the FMIPA Computer Laboratory (PLP)

Ensure the readiness of space, tools and other necessities as well as occupational safety and health in the laboratory according to standards. Open the practicum room according to a predetermined schedule.

### 7.3 Practicum Lecturer

Coordinate with PLP and take responsibility when activities in the laboratory take place

### 7.4 Students

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Report to the Computer Laboratory staff to use the practicum room on a predetermined schedule

## **8. INTERNAL SUPERVISION**

8.1 Head of Computer Laboratory

8.2 Staff of Laboratory checks the rooms used periodically

## **9. EVALUATE THE IMPLEMENTER'S PERFORMANCE**

9.1 The Head of the Laboratory evaluates the use of laboratory space