

# Computer Labs

---

The IDC Herzliya computer labs hold about 220 computers. The computer labs are designed to allow students to prepare assignments, learn various computer programs and print papers and assignments. To use the computer labs' printing services, follow the instructions in the regulations below. Each student at IDC Herzliya receives an e-mail account.

## **Computer Labs Opening Hours:**

Sunday - Thursday	-	8 AM – 8 PM
Friday	-	8 AM – 2 PM

On eve of holidays and vacations, an announcement will be published indicating any changes in the labs opening hours.

## **Use of IDC Computers Regulations**

A tutor is always present in each lab, to help solve problems related to system operation as well as to provide basic assistance in the use of the various programs. Students are expected to follow the tutor's directions.

- \* It is forbidden to bring food or drink of any kind into the computer labs.
- \* Cellular phones must be turned off upon entering the labs.
- \* Silence must be maintained in the computer labs.
- \* The tutor is prohibited from assisting students in solving assignments. Students who do not know how to use a program can borrow the appropriate manual from the library or turn to their teaching assistants for assistance during their office hours.
- \* Students should make sure they are familiar with their IDC username and password for a more efficient usage.
- \* The labs must be kept clean at all times.
- \* Introducing changes into the IDC Herzliya website or creating any commercial webpages within it is strictly prohibited.
- \* Changing, installing or downloading any of the software or hardware at the computer labs is strictly prohibited.

## **Computers in Lecture Halls**

These computers may be used solely with the permission of and under the supervision of an instructor, a teaching assistant from the computer department, or a staff member.

## **Internet Access**

The computers in the computer labs and in the library can be used to access the Internet and to work on.

## **Library Computers**

There are 100 computers in the library for student use. They are intended to be used to access the databases that are only available in the library. These computers are connected to a printer to allow students to print out relevant information. Library computers may not be used for any other purpose. Should any difficulty arise while using them, the user should turn to a tutor or a librarian at the desk for assistance. Please note that some of the databases can be used only with the help and under the supervision of a librarian.

Use of databases, electronic press, print-outs, and e-books requires users to respect copyright and contractual agreements between the library and the publishes/vendors.

Access and use is permitted only to faculty and students of IDC for purposes of study and research only, and not for commercial use.

Any use of these databases for purposes other than those for which they were granted, which violates agreements between IDC and the publishers and/or infringes upon other copyright will constitute cause to bring the perpetrator to Disciplinary Measures and/or to take other legal measures available to the authorities of IDC.

### **Wireless Network**

The IDC Herzliya campus is equipped with a wireless network, making it possible to connect to network resources and the internet. The use of the network is subject to certification by the user that he has read the letter of undertaking each time he connects. Users who encounter difficulty are requested to contact the helpdesk for assistance.

### **Printing Procedures**

Students may print material at the labs and library only. Printing is done by means of a student debit card, a regular credit card or a copying/printing card, which can be purchased in the library copying room. Do not touch the printers at any time. If there is a problem, please request the tutor's assistance.

Printing paper is supplied by the premises and there is no need to feed it into the printers. Printing on transparencies must be done with the attendant's permission and supervision.

Most printers at IDC Herzliya are black and white. There is a color printer in the library.