General Rules and Policies of the University Computer Labs

UNIFAL-MG / Campus de Poços de Caldas

The Poços de Caldas campus of UNIFAL has three computer labs: **Computer Lab I** (room B204), **Computer Lab II** (room B205) and **Computer Lab III** (room E201).

Computer labs are meant for **teaching, research, and extension activities** of UNIFAL – MG. University-associated classes have booking priority, but the labs also can be used for other courses and academic activities. Reservations must be done through **Porteiro Web** (*https://www.unifal-mg.edu.br/app/ graduacao/*).

The use of the computer lab resources at UNIFAL-MG is **restricted to academic purposes**.

Whenever possible, one of the three labs will be available for **free use (academic activities and homework)**, as long as all three computer labs have not been reserved through Porteiro Web for classes or other academic activities. Users who want to utilize the computer labs for their school-related activities must verify which of the three labs is available for use on the chart posted on lab doors. *Notice: There might be classes or other activities scheduled in the labs at times listed for free use. Please confirm with Porteiro Web for the most up-to-date information.*

When labs are opened for free use, the **air conditioner** must ALWAYS be turned on and set to **20°C**, regardless of the outside temperature. This temperature was established for the proper functioning and protection of the computers. ***Please note: the air conditioning is not set for your personal comfort, so it is suggested you bring a sweater.***

Computer lab **windows** must ALWAYS be closed. **Curtains and blinds** must ALWAYS be **closed (down)** whenever there is direct sunlight shining through them.

Computer lab **doors** are for the entrance and exit of users. The **doors** must ALWAYS remain **closed** if no user is actively entering or exiting the classroom.

It is expressly **forbidden to eat** or **drink** inside the computer labs.

Desks must remain **clean** and **organized**. Users must use caution to preserve the computers, desks, tables, chairs, and other furniture and equipment in the computer labs.