



# AREA IX

## LABORATORIES

### A9. GUIDELINES IN THE USE OF COMPUTER LABORATORIES



## A.9. Guidelines in the use of computer laboratories

### Rules for the Computer Laboratory

1. **No Food or Drinks:** Eating or drinking is not allowed to prevent damage to equipment.
2. **Authorized Use Only:** Access is restricted to students, faculty, and staff with proper permission.
3. **Handle Equipment with Care:** Avoid rough handling of computers, keyboards, mice, and other devices.
4. **Save Your Work:** Use personal storage devices or cloud services for saving files. Files on lab computers may be erased regularly.
5. **Internet Use:** The internet is strictly for academic or research purposes. Inappropriate website access is prohibited.
6. **No Installation of Software:** Do not install, uninstall, or modify any software or settings without permission.
7. **Log In with Your Credentials:** Use your assigned account and keep your login details secure.
8. **Maintain Silence:** Speak softly and keep noise levels low to respect others.
9. **No Gaming or Streaming:** The lab is for academic purposes only. Gaming and non-academic video streaming are not allowed.
10. **Report Issues:** Notify the lab supervisor immediately of any damaged or malfunctioning equipment.
11. **Keep the Lab Clean:** Dispose of waste properly and leave your workspace tidy.
12. **Switch Off When Done:** Log out, shut down the computer, and push your chair in after use.
13. **No Unauthorized Devices:** Connecting personal devices to lab equipment is not permitted unless authorized.
14. **Respect Others:** Be courteous and considerate of others working in the lab.

**Violations of these rules may result in restricted access to the laboratory or other disciplinary actions.**

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**COMPUTER LABORATORY OPERATIONS HANDBOOK**

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