Computer Room Rules and Guidelines

1. Introduction
The computer rooms provide computing facilities for conducting classes, or otherwise, are opened to all staffs and students of the University when there are no classes.

The following rules and guidelines, which govern the use of the computer room facilities, may from time to time be amended as necessary.

2. Opening Hours
The opening hours for computer room E6-2092, E6-2093 and E6-2095 are Mondays to Saturdays from 07:30 to 24:00 except public holidays. Closed on Sundays and public holidays. Computer rooms E6-3092, E6-3093 and E6-3094 open for 24 hours. All rooms run unattended during non-office hours, Saturdays, Sundays and public holidays. Some computer rooms will be closed on weekdays during recess period for the purpose of energy saving.

3. Admission to the Computer Rooms
3.1. The computer rooms are open for access by all academic staff and full time students on the strict understanding that they are to be used solely for conducting University business, mainly academic and research purposes.

3.2. Both staff and student users must produce a valid UM campus card when entering the computer rooms. Any user who cannot produce the required identity document may be asked to leave the computer room immediately.

3.3. Students of part-time programmes can gain access to the computer rooms when their respective academic units have made a prior arrangement with ICTO.

4. Access Control to Computer Rooms
In order to maintain security and to prevent abuse and/or misuse of the computing facilities, ICTO has set up an access control system at the entrance of each computer room. To be able to enter any of the computer rooms, a valid UM Campus Card is required.

5. User Account
As a matter of routine, the Information and Communication Technology Office will generate the user accounts which are necessary for accessing ICTO computing facilities for new staff as well as new registered students of UM.

6. Usage Rules
User Conduct

6.1. Always keep the computer room environment clean. Users should not litter, or bring any food and/or beverages into any computer room and should clear up all their belongings after using the facilities.

6.2. Smoking, eating, and/or drinking are strictly prohibited in the computer rooms at all times.
6.3. Maintain silence and refrain from disturbing other users.

6.4. Do not disturb, delete or tamper with the programme/data files of ICTO and of other users.

6.5. Do not use any account set up for another user, unless authorized by that individual; or try to make any attempt to find out the password of a service for which you have not been authorized, including accounts set up for other users.

6.6. Listening to music, watching movies and playing computer games are not allowed in the computer rooms under any circumstances unless it is for academic purpose.

6.7. Students are allowed to use PC speakers only when they are in an instructor-led class.

6.8. Do not run any software or print any job that is not for academic purposes.

6.9. The computer room should not be used for any purposes other than the use of computer facilities. Users should leave the room once they no longer need to make use of the facilities.

6.10. All users should pay attention to the instructions of ICTO staff on duty.

Use of Equipment

6.11. Users should take good care in using the equipment and should ensure that the correct operating procedures are properly followed. They may be liable for the cost of repair/replacement of any damage to the equipment caused by negligence or failure to adhere to the proper operating procedures.

6.12. Do not move any equipment, sockets, and/or cables from their original locations.

6.13. In case of any malfunction of any equipment, users should inform the on-duty ICTO staff immediately. Under no circumstances should users attempt to repair any equipment themselves.

6.14. The printers should only be used for printing jobs for academic purposes. For each printing session, please do not occupy the printer for more than 15 minutes when there are other users waiting to make use of it.

6.15. If a computer is unoccupied for more than 10 minutes, ICTO reserves the right to terminate the jobs running on it and allows other users to use it. ICTO is not responsible for any loss of data/work resulted from the job termination.

6.16. Users are reminded that the use of unlicensed software, as well as the unauthorized copying of software, is strictly prohibited on University equipment. Users are solely responsible for any and all unlicensed software and documentation in their possession.

6.17. Users should make sure that their self-provided USB flash drives/CDs are virus free before using them in the computer rooms.

7. Penalties for Misconduct in the Computer Rooms and Abuse of Computer Services

7.1. Any user who is engaged in noisy activities or disturbing other users in the computer room will be expelled from the room immediately.
7.2. Any user who has violated any of the computer room regulations, or who has acted in any way which may interfere either with other users and/or with the work of ICTO, will be subject to the following disciplinary consequences:

7.2.1 If a user is found violating the regulations at points 6.1, 6.2, 6.3 and 6.6 listed above, ICTO will suspend the offending student's computing facilities privileges from the next working day, as follow:

- The student will have his or her privileges for accessing the computer rooms and PC LAN suspended for ONE week.
- Upon subsequent violation, ICTO will report the case to the Student Resources and Services Section of Student Affairs Office, as well as to the student's faculty, and suspend his or her privileges for accessing the computer rooms and PC LAN suspended for ONE MONTH.

7.2.2 If a user is found violating the regulation(s) other than points 6.1, 6.2, 6.3 and 6.6 listed above, ICTO will report the case to the Student Resources and Services Section of Student Affairs Office, as well as to the student's faculty, and suspend the offending student's computing facilities privileges from the next working day, as follow:

- Upon committing violation, the student will have his or her privileges for accessing the computer rooms and PC LAN suspended for ONE WEEK.
- Upon committing subsequent violation of any rules and guidelines, the student will have his or her privileges for accessing the computer rooms and PC LAN suspended for ONE MONTH.

7.2.3 In case a student needs to take an examination in a computer room during the period of privilege suspension, the student can request his / her faculty to send a written request to ICTO to a) defer the serving / completion of the period of the suspension until after the examination period, and, b) temporarily restore his / her privileges for accessing the computer rooms and the PC LAN. ICTO can consider the request but is under no obligation to restore the suspended privileges of students who are particularly troublesome.

7.3 Any user who commits serious offenses, such as stealing computer items, accessories or manuals; intentionally damaging the computing facilities, equipment or furniture in the computer room, may be permanently excluded from using all services of ICTO and will be required to pay for the cost of any damage or loss resulting from the offense(s). The offense(s) may also be reported to the University authorities for further disciplinary action.