

# Guidance of Computer Room, Soochow University

Revised by Computer Center Advisory Committee on April 7<sup>th</sup>, 2005

**Article One** The purpose of computer room is to provide computer teaching in the university as well as computer learning environment. This regulation is to make the best use of the computer room, maintain the normal operation of computer facility in the classroom, and build up good user terms.

**Article Two** The computer room is only open to the staff and the students in our university. No other people are allowed to use this classroom without permission unless participating in the relevant computer courses in our university.

**Article Three** Lecture has priority in using computer room. Curriculum Division at Office of Academic Affairs should assign fixed time of different classes to use the room according to the demand of their curriculum. The assigned class has the priority to use the computer; any student who is not in that class should not disturb.

Any time except formal teaching hours, extra teaching session, and maintenance is consider free time, and students are welcome to use it.

**Article Four** Any teacher or teaching assistant should maintain the order in class and keep the environment tidy. Teacher or teaching assistant of the class is responsible for stopping students who violate the regulation of the computer room.

**Article Five** Follow the management operation from the part-time staff in the computer room.

**Article Six** Instruction of classroom facility:

1. Part-time staff only takes care of facility and using advice; any software and internet related issues should be asked to teacher or teaching assistant by students themselves.

2. If there is anything wrong with the facility in the computer room, user should report to part-time staff or computer center for further operation.

3. The computer should be turned off directly after finishing using it. Students can only leave the classroom after cleaning desk and seat as well as putting mouse, keyboard, and seat back to right place.

Article Seven Printing rules:

1. The instruction of printing service should be followed when using printer to prevent any out of order, and please don't waste paper.

2. The paper in computer room is only for printing assignment or report in the classroom, and it is not allowed to bring out of the classroom or use it for any other purpose.

3. Any user who needs to use dot matrix printing has the right to use the computer which connects to the printer of dot matrix printing.

Article Eight Other rules:

1. Please shut the door when entering or leaving the classroom.

2. Personal article should be kept carefully, and one should be responsible for any lost themselves.

Article Nine Anyone who violates the following rules will be advised orally, and it will be reported to the relevant authority for further punishment if continuous violations are found.

1. It should be kept quiet in the classroom, and please speak loudly and play in the computer room.

2. Keep the computer room tidy. No foods or drinks (other than water) are allowed into the room.

3. Playing computer game in the room is forbidden.

4. It is not allowed to occupy the seat or computer facility in advance in case other user's right is violated.

5. In order to maintain the environment of the computer room, wet umbrella should not be brought into the computer room.

6. It is forbidden to move computer, keyboard, screen, printer, desk and chair without permission.

7. It is forbidden to change plug or connecting wire without permission.

8. Personal account is for identity, and must not lent personnel account to others.

9. When using campus internet resources, "campus internet rules", "campus internet management rules" and "BBS regulations" should be followed.

10. Anyone who break or steal public article on purpose will be reported to the relevant authority for further punishment other than compensate in accordance with the price.

11. It is not allowed to use the facility in the computer room for illegal purpose, and any violation will be reported to the relevant authority for further punishment if it is found.

Article Ten      The regulation is approved by Computer Center Advisory Committee in our university, report to chancellor for announcement and put it into practice.    The same process for revision.