



## RULES AND REGULATIONS FOR USERS OF LEARNING COMMONS & COMPUTER LABS

### Rules and Regulations for users of Learning Commons & Computer Labs

Users are requested to observe the following rules in the Learning Commons & Computer Labs:

#### Legitimate Users

- Facilities in the venues are for the use of students and staff of the College of International Education.
- CIE Student / Staff Identity (ID) Cards are the valid identification for entrance to the Learning Commons. To safeguard the use of facilities to legitimate users, students / staff entering the Learning Commons must present their cards.

#### General Rules

- Use of facilities in the venues by individuals is on a first-come-first-served basis.
- Users are only allowed to use the hardware and software provided in the Areas, except storage devices such as memory cards, memory keys and CD/DVD discs for storing personal data files. All personal software programmes, such as, but not limited to, shareware or freeware, are strictly prohibited to install on the computers at Learning Commons & Computer Labs.
- Users should observe and follow the instructions / guidelines on the proper use of facilities in the venues as displayed in the areas or as advised by staff.

#### Users' Responsibilities

Users **SHOULD**:

- keep the venues clean and tidy;
- use the facilities for legitimate and academic purposes only;
- leave the venues at or before the closing time, or as otherwise requested by staff;
- collect all self-belongings before leaving the venues;
- report suspected virus attacks on computer systems to staff.

Users **SHOULD NOT**:

- smoke, eat of any kind, shout, sing, play or sleep;
- bring in objects which may interfere with the proper use and management of the venues such as food or easily spilled drinks;
- leave personal property unattended;
- relocate, deface or damage any furniture, equipment, or other properties;
- unplug equipment power supply, network connections and any other connected peripherals;
- take away computer stationery, blank paper for printers, etc;
- reveal or share his / her User-ID and Password to any other person;
- attempt to gain unauthorized access to any computer system in the College or elsewhere;
- alter, delete, or copy any licensed software on any computer or equipment configurations;
- download / upload unauthorized copyright work in text, audio or video formats;
- play games, computer games or social networking communication programs;
- introduce or post obscene material on the computer systems;
- take photos or videos without prior permission of the College;
- post any kind of posters, notices etc. without permission of the College;

***Leaving personal items unattended on desks are not considered as a "reservation" of computer places and any such computer places may be taken up by other users. In case of dispute, staff / College's designated representative has absolute discretion in allocating the computer places to other users. Unattended personal belongings may be removed by staff and the College will not be responsible for any loss or damage of personal property.***

#### Watching Movies or Videos

For effective utilization of resources, users are not encouraged to watch movies or videos on internet for a prolonged period. **If it is necessary due to the course/subject requirement, please write down your name, student number and the programme subject name in a piece of paper and alert the Service Counter staff of such activities.**

#### Security Concern

- **For Learning Commons - Users must present their student / staff ID cards for access into the Learning Commons. Users may be requested by staff on duty to check their cards at the exit or at any time inside the venue.**
- For Computer Labs - Users may be asked to present their student / staff ID cards for identity-checking when necessary.

Infringement of any of the above regulations may lead to demand for immediate departure from the venues and notification to the Director of CIE or staff concerned.