

# Regulations For Use Of Computer Classrooms

Passed at the Academic Affairs Committee Meeting on December 20, 2001

Passed at the Administrative Council Meeting on November 5, 2007

The following regulations have been put in place to improve the management of equipment, to ensure equipment is maintained and kept in normal working order, and to extend the working life of equipment in computer classrooms.

Article 1 For pre-scheduled classes and personal use:

1. Pre-scheduled classes are requested to use computer classrooms at pre-scheduled times.
2. Added and makeup classes or changes in classroom scheduling must be processed online.
3. In addition to regular classes, computer classrooms are open for every student and instructor based on the principle of one person per computer. Reserved seating is not permitted. Makeup, added, and changed classes are higher priority than personal use.
4. Use of computer classrooms must be in accordance with relevant regulations outlined in Ming Chuan University Regulations for Campus Network Management.
5. Students who use computer classrooms must carry student ID for identification. Instructors in charge of classroom have the right to ask students to leave computer classrooms if students disobey the rules.

Article 2 For computer classroom equipment:

1. Users are required to pre-check computer functions before use. Any damage to or malfunction of computers should be reported online for maintenance.
2. Users have a responsibility to take good care of computers and should not destroy, move, modify, disassemble or remove computers. Violators will be punished in accordance with the law.
3. The usable products for printer in the computer classroom may not be randomly switched or taken away for personal use. If any replacement is needed, please contact the Information and Network Division for assistance.
4. Main power switch in the computer classroom may not be

turned on or off without permission of division staff members.

5. Users must turn off equipment after using computers.

6. After each class, the class leader should inspect each computer, record the number of computers, close windows and doors, and turn off air-conditioning and lights if there is no class will be held in the next hour. Any shortage or problem with computers should be reported immediately to the Information and Network Division.

7. Students are prohibited from installing software, playing computer games, altering the computer hardware and software settings, or holding events in computer classrooms which are not related to teaching or academic research.

Article 3 For management of the computer mouse in computer classrooms:

1. Users should not damage computer mouse. The user must pay the replacement fee if any breakage occurs.

2. Students are prohibited from disassembling or removing any part of mouse to avoid damage to either computer or mouse.

Article 4 Other

1. Classroom door should be kept closed at all times. After changing into slippers, students are requested to put their shoes in the cupboard and refrain from wearing slippers outside computer classrooms. Violators will be punished with two hours of cleaning service.

2. Materials not related to computing are not to be placed on top of computer desks.

3. Proper order must be maintained in computer rooms. Students are not allowed to sleep or make noise in computer classrooms.

4. No food or umbrellas are allowed in the computer rooms. Violators will be punished with two hours of cleaning service.

5. After each class, Class Sanitation Coordinators are responsible for enforcing clean-up, including putting slippers back to the cupboard, erasing the board, putting tables and chairs in the proper order, and turning off speaker power.

Article 5 Violators of the above rules will be punished in accordance with Ming Chuan University Merit and Demerit Procedures.

Article 6 Upon being passed at the Administrative Council Meeting and

approved by the president, these regulations were announced and implemented. Any revision must follow the same procedure.