

Usage Regulations for the Computer Classrooms of NDHU Office of Library and Information Services

國立東華大學圖書資訊處電腦教室使用規範

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1. For the purpose of maintaining the using quality of computer classrooms which are governed by the Office of Library and Information Services (hereinafter referred to as the OLIS) of National Dong Hwa University (hereinafter referred to as the NDHU), the following regulations were hereby established.
2. According to “Reservation Regulation of Computer Classrooms of NDHU Office of Library and Information Services”, computer classrooms are defined in two types:
 - (1)Open Computer Classrooms: Open to faculty and students of NDHU.
 - (2)Common Computer Classrooms: Available to be reserved for full-semester courses and activities.
3. General rules for all computer classrooms use:
 - (1)Installing and using illegal software and other illegal conduct in computer classrooms are strictly prohibited.
 - (2)Bringing food, drinks (except water) or eating in computer classrooms is strictly prohibited.
 - (3)Arbitrarily moving equipment including computers, keyboards, monitors, tables, and chairs is strictly prohibited.
 - (4)Arbitrarily disconnecting, connecting, or changing computer plugs or cables is strictly prohibited.
 - (5)Maintain the cleanness of computer classrooms. Keep tables and floors neat and tidy. Turn off the computer after use and carry personal trash away the computer classrooms.
 - (6)Please safeguard personal belongings and check if personal files are saved or backuped.
 - (7)Personal accounts are used for identification and should not be lent to others.
 - (8)When using campus Internet resources, users must comply with the “NDHU Campus Network Regulations” and relevant norms and regulations.
4. Rules for open computer classrooms use:
 - (1)Abide by the Article 3.
 - (2)Keep quiet. Avoid making noise or roughhousing. When discussions occur, please move to outside of the classrooms.
 - (3)Please turn off or mute the cell phones. Talking on cell phones is not allowed in classrooms.
 - (4)Each computer is limited to one user. It is not allowed to preempt seats or computer equipment to avoid affecting the rights of other users.
 - (5)It is not allowed to play computer games in computer classrooms.
 - (6)Please leave wet umbrellas in the stand outside, not in the computer classrooms.
 - (7)If equipment malfunction occurs, please inform the staff of computer classrooms.

(8)For other matters not mentioned herein, please follow the instructions made by the staff of computer classrooms.

(9)For those who violate the abovementioned regulations continue the misconduct even after discouragement, the staff of OLIS is authorized to ask the violators to leave the classrooms immediately.

5. Rules for common computer classrooms use:

(1)Abide by the Article 3.

(2)Borrowing and returning keys and spare appliances should be in line with the OLIS regulations. If entrusting others with this task, please ensure the trustee is informed of the reservation regulations.

(3)Lecturers, teaching assistants or reservation applicants must maintain the order and cleanness in the course of using and are responsible for safekeeping and preserving the equipment.

(4)Before leaving, please turn off equipment including computers, air conditioning, lights, fans, and projectors. Confirm if the windows and doors are properly closed.

(5)If other software or environment need to be installed, reservation applicants have to confirm the availability with the technician of computer classrooms one month before the date of reservation. Seven days before the date of reservation, software with legal copyright and appropriate number of sets should be provided.

6. Penalty for violations:

(1)Users who vandalize or steal public property and equipment are liable for restoration and compensation the damage. Depending on the seriousness of transgressions, the OLIS is authorized to suspend violators' right to use or reserve computer classrooms and send them to relevant units for penalization.

(2)When users use or install illegal software or engage in any illegal conduct, the violators or reservation applicant are liable for the misconduct. The OLIS is also authorized to suspend violators' right to use or reserve computer classrooms for one to three months and send them to relevant units for penalization.

(3)If users violate the abovementioned regulations and continue the misconduct even after discouragement, depending on the seriousness of transgressions, the OLIS is authorized to ask the violators to stop using or leave the classrooms immediately, suspend violators' right to use or reserve computer classrooms for one to three months, or send them to relevant units for penalization.

(4)If intentional damage occurs in the reserved period, reservation applicants should be liable for full compensation.

(5)Before leaving common computer classrooms, please ensure the windows and doors are properly closed. If equipment is damaged or stolen due to the open windows or door, the reservation applicants should be liable for full compensation.