

ASIA PACIFIC INSTITUTE OF INFORMATION TECHNOLOGY

RULES AND REGULATIONS FOR COMPUTER LABORATORIES

1. ACCESS TIME SLOT

- 1.1. Students are given scheduled time slots to access the computers, and students should only access the computer during the allocated time slots.
- 1.2. For those time slots that are not scheduled, the computers are available on a first come first serve basis, after booking through the Technical Assistants.
- 1.3. Students must come on time during the allocated time slot and leave on time upon completion of the time slot, to avoid waiting by other students.

2. BOOKING PROCEDURE

- 2.1. Booking has to be done 2 hours in advance prior to the usage time, and maximum duration per session is 3 hours.
- 2.2. Student card has to be produced to the Technical Assistants during the booking. The Technical Assistants will fill up the booking slip.
- 2.3. Students are allowed to book only one session per day and maximum 2 sessions are allowed per booking.
- 2.4. Subsequent booking is only allowed after the students have completed the usage of the current booked time.
- 2.5. The booking is automatically cancelled if the students do not turn up half an hour after the booking time.
- 2.6. During the booking session, students are not allowed to use any computing facility other than for their specified academic purposes.

3. LABORATORY EQUIPMENT

- 3.1. Students are not allowed to move, disassemble, and assemble laboratory equipment or the like. Any faulty equipment encountered should be reported immediately to the Technical Assistant on duty.
- 3.2. Movement of chairs and tables from other locations is not allowed without permission from the subject lecturers or Technical Assistants.
- 3.3. If you are bringing in your own computer equipment, you must get the approval from the subject lecturers and get the Technical Assistants help for the equipment setup.
- 3.4. Students are not allowed to change any settings of the computers, terminals, and printers in the laboratories.
- 3.5. Students may request the use of the computing facilities for presentations. Application for the facilities has to be done at least 2 days in advance. The granting of the request will depend on availability and subject to approval by the lecturers concerned.

4. DISCIPLINE

- 4.1. No food or drink is allowed in the computer laboratories

- 4.2. Students should not loiter or walk around the computer labs without any purpose because this will create a disturbance and an unpleasant atmosphere for other students who are using the labs.
- 4.3. Discussion is allowed in the labs but should be carried out in a professional manner without disturbing other lab users.
- 4.4. Students should not by any wilful act seek to jeopardize the integrity of any computing equipment, its software or any information stored within it (faults should be reported to the Technical Assistants).
- 4.5. Students should use the waste paper container to throw away any used printout, waste paper and the like. Do not leave your printout at the printer.
- 4.6. Computer games are not allowed in the computer laboratories.

5. SOFTWARE

- 5.1. Students should comply with their legal obligations concerning copyright, and should not copy any software or other data without authorization from the lecturers or Technical Assistants.
- 5.2. Any duplication of software out from the system is only meant for academic purposes and must be done through the Technical Assistants.

6. SECURITY

- 6.1. Students should not attempt to access any computing equipment, software or data for which they are not properly authorized to access. In particular, the confidentiality of data belonging to other computer students must be respected.
- 6.2. Students should take reasonable steps to protect and maintain the security of any equipment, software, data, storage area or passwords allocated for their use.
- 6.3. Computer users are prohibited from:
 - 6.3.1. Using any other person's login without explicit permission.
 - 6.3.2. Disclosing own or attempting to discover any other person's login password.
 - 6.3.3. Copying, renaming, changing, examining or deleting files or information belonging to other users of the Institute.
 - 6.3.4. Deliberately using computing facilities to harass other users, or to interfere with their work (for example, obscene, abusive, fraudulent, threatening or repetitive messages to a user(s)).
 - 6.3.5. Attempting to modify the labs facilities, illegally obtaining extra resources, degrade the performance of the system, or attempt to subvert the restrictions associated with any computer labs, computer account, service or application software protection.
- 6.4. The institute reserves the right for authorized staff responsible for computer systems security to monitor all computer usage, to ensure adherence to these rules, and to maintain a secure, efficient and effective computing environment.
- 6.5. Students should take their own responsibility to perform regular backup on their data stored in the system to ensure data integrity.
- 6.6. Sharing of accounts is not encouraged and might result in data loss.
- 6.7. Users are responsible to safeguard their own account and password from other users.
- 6.8. Request for resetting of password by system administrator will be logged. Resetting password for three (3) times will result in account being suspended.

7. VIRUS PROTECTION

- 7.1. Students should take reasonable steps to exclude and avoid the spread of malicious software, e.g. viruses, and shall cooperate with measures properly instituted to prevent the spread of such software.
- 7.2. In particular, students should not install or execute on the Institute's Computer any software obtained from a third party source.

8. PRINTER USAGE

- 8.1. The printers located in the labs can only be used for printing hardcopies of a student's authorized work.
- 8.2. All printouts must be collected from the printer. If a student is unable to wait for the printout, the student should cancel the print job and print at another time.
- 8.3. Students are only allowed to print hardcopies of their assignments, projects or any other academic related work. Presentation slides should be converted to text document before printing.
- 8.4. All students should strive not to print unnecessarily. Preferably, printing should be done in text mode instead of graphic mode.
- 8.5. Print quota is set at 1MB / 10 pages limit per file. Any print job which exceeds this limit will be deleted without any prior notice and recorded into the offence book.
- 8.6. Laser printing is available in the Technical Room. Please contact Technical Assistant on duty for printing.

9. ELECTRONIC MAIL AND INTERNET ACCESS

Each student's Microsoft Windows account automatically provides the ability to send and receive e-mail over the Internet. However, students should take note of the following guidelines in this respect:

- 9.1. For the first time usage of the laboratories, students need to approach Technical Assistants on duty to activate the Microsoft Windows Network Security account.
- 9.2. E-mail facilities should be used for beneficial and educational purposes.
- 9.3. No obscene/illegal communication should take place over the Internet.
- 9.4. Students are not allowed to subscribe to external mailing lists, as these generate a high volume of incoming mail.
- 9.5. Students should continuously maintain their mailboxes by removing/archiving mail. Mailboxes, which are too large, will result in the students' storage quota being exhausted. In this respect, the Institute reserves the right to delete excessively large mailboxes.
- 9.6. Students are allowed to access the Internet services such as the Web browsing for academic purposes only.

The rules and regulations for the computer laboratories are defined to ensure continuous smooth operation of the computer facilities. Any infringement of these rules and regulation will result in disciplinary action, not excluding expulsion from APIIT.