Usage Regulations for the Computer Classrooms in the NDHU Library and Information Center

國立東華大學圖書資訊中心電腦教室使用規範

1. All computer classrooms are primarily intended for internal use by NDHU faculty, staff, and students. Non-university members are not allowed unless with official permission or attending courses offered by the university.

2. Instructors and teaching assistants have to maintain order and cleanliness in classrooms during classes.

3. Users have to comply with the control measures taken by the work-study students.

4. Regulations for the use of classroom equipment：

   (1)The work-study students assigned to the classrooms are only in charge of monitoring the classrooms and providing information about the use of the equipment.

   (2)It is strictly forbidden to use pirated software to avoid intellectual property right infringements.

   (3)In case of malfunctions of the computer equipment, the work-study students should be notified immediately.

   (4)When leaving the classrooms, users should shut down the computers, clean up the desk and surrounding areas, and put mice, keyboards and chairs back to their original position.

   (5)Users have to safeguard their personal belongings to prevent losses.

5.While the classrooms are available for use, users have to abide by the following regulations：

   (1)The cleanliness of the classroom has to be maintained and it is strictly forbidden to bring food or drinks (except water) into the classroom.

   (2)The classrooms have to be kept quiet. It is not allowed to make excessive noise or fool around. Discussions should be held in the hallways outside the classrooms.

   (3)Cell phones should be turned off or switched to silent mode. Phone calls are not allowed in the classroom.

   (4)Each computer may only be used by one user. It is not allowed to reserve seats or computer equipment to avoid affecting the rights of other users.

   (5)To maintain a clean and dry environment, it is not allowed to bring wet umbrellas into the classroom.

(6)It is not allowed to play computer games inside the classrooms.

(7)It is forbidden to move computers, keyboards, monitors, printers, desks, and tables at will.

(8)Plugs and jacks may not be replaced.

(9)Personal accounts are used for identification purposes and may not be lent to other users.

(10)When using campus Internet resources, users must abide by the "NDHU Campus Network Regulations" and relevant laws, norms and regulations.

(11)Users are liable for compensation for deliberate destruction or theft of public property or equipment and will be penalized by the respective units.

(12) Computer equipment in the classrooms must not be used for illegal purposes. Violators will be reported to the respective units which will impose penalties accordingly.

(13)If violations of the abovementioned regulations occur, users will be warned. If the misbehavior continues, the personnel of the center is authorized to ask the violators to leave the classroom.