Regulations for Use of the Computer Room

1. **Eligibility**: The use of facilities in the Computer Room/Area is restricted to student residents in respective hall;

2. **Inspection**: All users, upon request, must present their Student ID cards for inspection by the security guard and/or University staff;

3. **A user MUST**
   - 3.1. use only one workstation at one time;
   - 3.2. use only the software pre-installed in the computer;
   - 3.3. follow the instructions for using the laser printing service;
   - 3.4. notify the security counter for any machine breakdown or irregularities;
   - 3.5. be liable for personal belongings including document and physical mobile devices;
   - 3.6. leave at its closing time or upon request of University delegated staff when necessary;
   - 3.7. comply with hall-specific rules on use of any particular venue.

4. **A user must NOT**
   - 4.1. allow others to use his/her account(s) for log-in University system;
   - 4.2. tamper or alter any hardware or software setting in the computers/printer;
   - 4.3. remove or damage any equipment and manual which are University property;
   - 4.4. connect personal devices to the computer for non-academic purposes without prior approval;
   - 4.5. cause any nuisance or disturbance to other users in the Computer Room/Area;

5. **Respective hall rules**: The Resident Master has the right to stipulate additional hall-specific rules for the best interest of hall residents. For any use outside the scope of the aforementioned Regulations/rules, please obtain prior consent of the Residence Master, whose decision shall be binding and conclusive.

6. These Regulations shall be revised by the University when appropriate.

Student Residence Office
April 2018