

# National Taiwan Normal University Information Technology Center

## Rules for the Use of Computer Classrooms

Passed during the 109th Information Technology Center Team Leader Meeting on October 22, 2012

### I. Purpose

These rules were made for the effective management and maintenance of the Information Technology Center (hereinafter referred to as the ITC) computer classrooms.

### II. Rules for the Use of Computer Classrooms

- (I) Users must enter or leave the classrooms in accordance with the opening hours or the hours the classroom is borrowed for.
- (II) During periods when users may freely use the computers, the users must sit at the selected spots; seat switching is not allowed.
- (III) In case of computer equipment malfunctions, please notify the staff on-duty.
- (IV) Keep quiet in the ITC. When talking, lower your voices to avoid disturbing others.
- (V) Use all computers and equipment with care as users will be responsible for compensation for all damage they cause.
- (VI) Users should keep their personal property with them at all times, the ITC will not be responsible for any losses.
- (VII) Users shall respect intellectual property rights.

### III. Prohibitions

- (I) Users must not bring food or drink (non-bottled water) into the classroom.
- (II) Users must not install software that are not related to teaching.
- (III) Users must not browse pornographic photos, videos, or websites.
- (IV) Users must not play computer games in the classroom.
- (V) Users must not use software such as P2P or PPS.
- (VI) Users must not unplug accessories such as power cables, network cables, and mouses without permission.
- (VII) Users must not charge mobile devices without notifying the service desk.

### IV. Handling of Violations

- (I) The ITC may ban users who violate the rules from using the computer classrooms if they ignore the warnings of the ITC personnel.
- (II) Teachers or units that borrow the classroom should stop violators if they discover any violations of the prohibitions. Otherwise, the ITC may ban the borrowing unit from borrowing the computer classrooms.
- (III) During periods when users may freely use the computers, if users violate any of the prohibitions and ignore the warnings of the ITC personnel, the ITC may ban the users from using the computers, and may report the users to the relevant authorities of the school.

### V. These Rules were approved during the Information Technology Center Team Leader Meeting. The same shall apply to all subsequent amendments.