

# Rules for Student Computer Centre Users

## Legitimate Users

- Facilities in the Student Computer Centres are for the exclusive use of eligible HKCC and SPEED students and CPCE staff only.
- Student/Staff Identity Cards are the only valid identification for the purpose of admission to the Student Computer Centres.
- To safeguard the use of facilities to legitimate users only, students/staff entering the Student Computer Centres are required to present their student/staff identity cards.
- Due to limited resources, the facilities in the Student Computer Centres are not extended to graduates/alumni and visitors.

## General Rules

- Use of facilities in the Student Computer Centres by individuals is on a first-come-first-served basis.
- Hardware and software other than those installed in the Student Computer Centres may not be used.
- Users should observe the instructions/guidelines on the proper use of facilities in the Student Computer Centres as displayed in the Centre or as advised by the ITU/security staff on duty.

## Responsibilities of Users

All users have the responsibility to:

- Avoid causing disturbance to other users in the Room.
- Keep the Student Computer Centres clean and tidy.
- Use the facilities for legitimate/approved purposes only.
- Be considerate and co-operative when using those PCs dedicated for laser printing.
- Report suspected virus attacks on computer systems to the ITU staff on duty or to the ITU Help Desk.
- Return all equipment on loan to the counter half an hour before the closing time or at any other time upon request by the ITU/security staff on duty.
- Leave the Student Computer Centres at or before the closing time, or as otherwise requested by the ITU/security staff on duty.
- Observe the law of copyright and license agreements when using copyright materials in the course of teaching and learning. Reproduction or duplication of audio-visual materials or computer software is strictly prohibited. Copyright law should be strictly observed by all users when reproducing materials, whether by photocopying or by electronic means. Users are fully responsible for any legal consequences concerning

copyright that may arise (please refer to Copyright Ordinance – Chapter 528 of the Laws of Hong Kong – at the website of the Department of Justice of the HKSAR Government: <https://www.elegislation.gov.hk/hk/cap528> for details).

- Comply with the terms of any license agreement between the Libraries and a third party which govern photocopying, photography, the use of software, and the access to and use of data.

## **Safety and Security**

For safety and security reasons:

- All users should enter and leave the Student Computer Centres via the turnstile unless otherwise directed by the ITU/security staff on duty.
- Student Computer Centre users may be requested by the ITU/security staff on duty to show the contents of their bags, cases, personal belongings, etc. at the exit or at any time inside the Student Computer Centres.
- The College/ITU may revise the regulations as necessary anytime without prior notice.

## **Caution**

The following activities in the Student Computer Centres are prohibited:

- Abuse the privilege of using the computing facilities for non-coursework purposes such as playing computer games.
- Alter, delete, or copy any licensed software on the equipment in the Student Computer Centres.
- Take away computer stationery, blank computer or printing paper, etc. from the Student Computer Centres.
- Move or relocate any furniture, equipment, manuals or other properties in the Student Computer Centres without the permission of the ITU/security staff on duty.
- Deface or damage in any way furniture, equipment, manuals or other properties in the Student Computer Centres.
- Smoke, eat, drink, shout, sing or play in the Student Computer Centres.
- Bring in objects which may interfere with the proper use and management of the Student Computer Centres such as bottles of ink, wet umbrellas, food or drinks. Pagers, mobile phones or other photographic equipment such as cameras, audio and video players, etc. may not be used in the Student Computer Centres without the prior permission of the ITU/security staff on duty.
- Wear rain-coats or boiler-suits in the Student Computer Centres or any clothing likely to soil the facilities in the Student Computer Centres.
- Leave personal property unattended anywhere in the Student Computer Centres. Items left unattended on the desks are considered as ‘attempted reservation’ of a computing

place which is not allowed and such computing places may be taken up by other users. In case of dispute, staff on duty will have absolute discretion in allocating seats to users. Unattended belongings may be removed by staff and the College will not be responsible for any loss or damage of personal property.

- Take unauthorised photography or audio / video recordings in the Student Computer Centres.

Infringement of any of the above regulations may lead to demand for immediate departure from the Student Computer Centres and notification to the Director of respective College / School for appropriate action.

For 1st and 2nd offences of any one of the above activities – the user will be served with a warning notice and a record kept in the Student Computer Centres for 12 months.

For 3rd offence – the user will be required to depart from the Student Computer Centre immediately and his/her computer account will be suspended in the Student Computer Centres for one week (i.e. the student cannot login PC in the Student Computer Centres).

For 4th offence – the user will be required to depart from the Student Computer Centre immediately and his/her computer account will be suspended in the Student Computer Centres for one month (i.e. the student cannot login PC in the Student Computer Centres).

### **Express Printing Area**

Express Printing Area is setup as an extension of the Student Computer Centres and the above rules are generally applied to express printing area. On the other hand, users should observe the rules posted in these areas or as advised by the ITU/security staff on duty.