Regulations for Using Computer Room

by

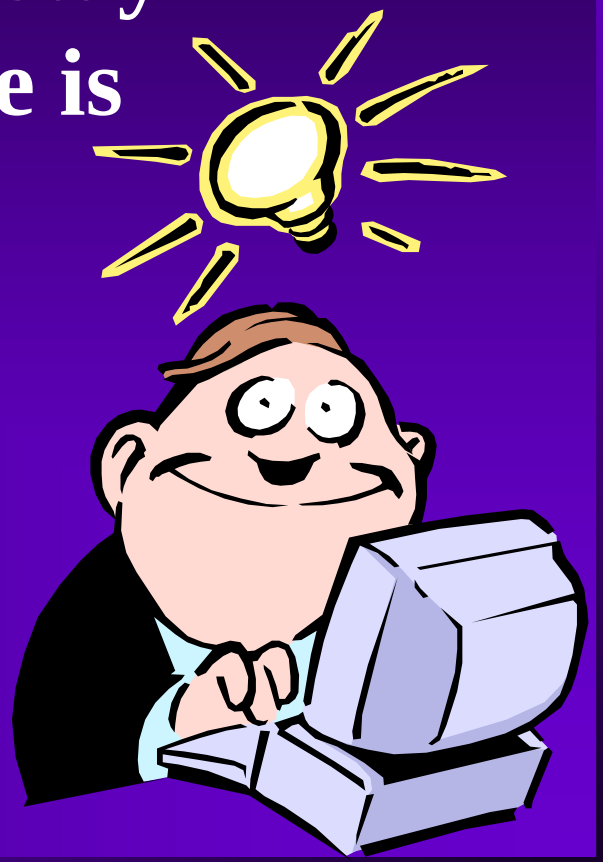
MPS Computer Teachers

Regulation 1

- **No unauthorized entry to the Computer Room is permitted.**

Regulation 2

- **No student is allowed to stay in Computer Room if she is not using computer.**



Regulation 3

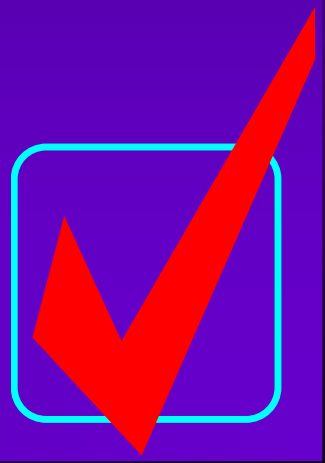
- **All students should log in the computer systems with appropriate password and with proper log-on procedures.**

Regulation 4

- **All computer users should follow the proper log-out procedures before the computer system can be turned off.**

Regulation 5

- **Except computer lessons, Computer Room will be opened in the following time, students may enter the Room within the Free Time period arranged by school.**
  - **First Recess: 09:25 – 09:45**
  - **Second Recess: 10:55 – 11:10**
  - **Lunch Time: 12:45 – 13:05**



Regulation 6

- **Students should not remove anything from the Computer Room without the permission of the teacher-in-charge.**

Regulation 7

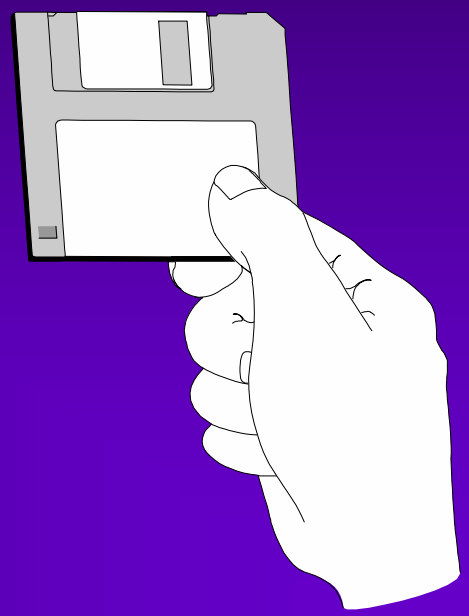
- **Student should not rush around or play in the Computer Room.**

Regulation 8

Eating and drinking are not allowed in the Computer Room.

Regulation 9

- **Personal diskettes / CD-ROMs / USB drives that have been used in other computer systems outside the Computer Room should be scanned for virus.**

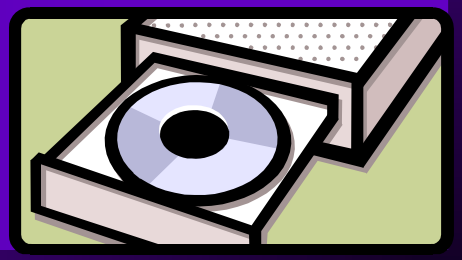


Regulation 10

- **Students should immediately report any damage, accident or breakdown of the computer system to the teacher-in-charge.**

Regulation 11

- **Student is not allowed to install or setup any software into the computer system.**
- **Students should not make any unauthorized change to the content of the hard disk of the computer systems.**

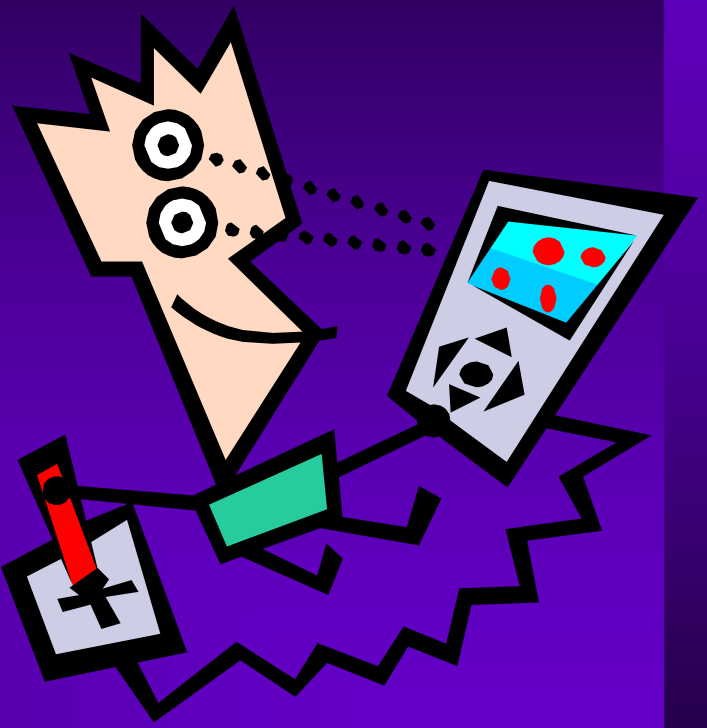


Regulation 12

- **Students should not visit web sites containing indecent or violent materials.**

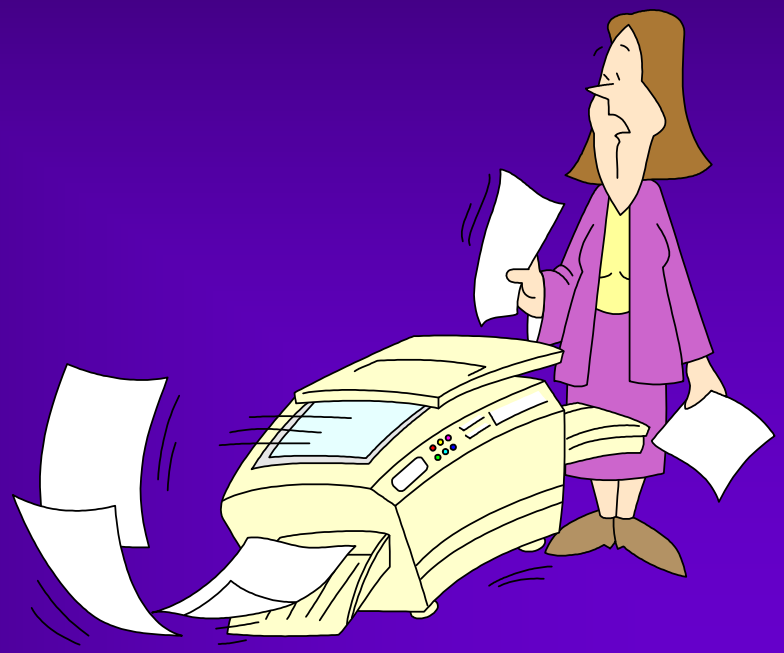
Regulation 13

- **Students should not play on-line / off-line computer games in the Computer Room.**



Regulation 14

- **Students should keep the Computer Room clean.**



Regulation 15

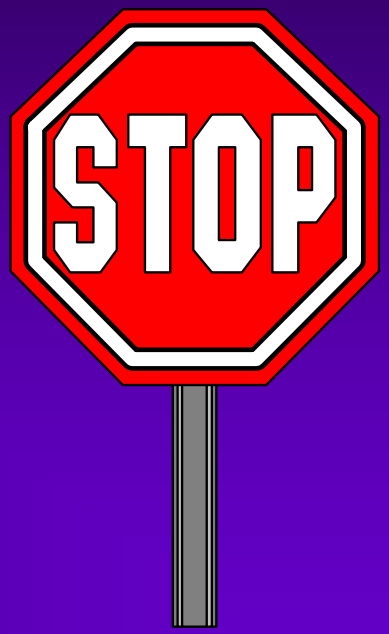
- **All students should follow the guidance of student helpers (IT prefects).**

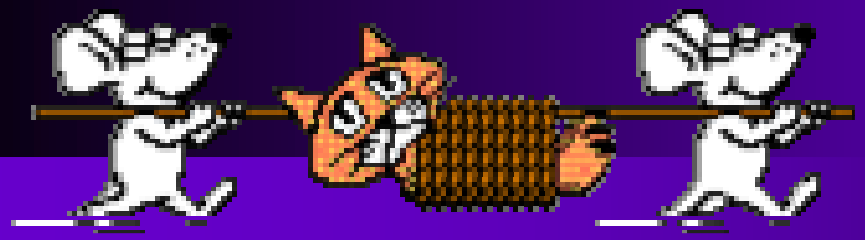
Regulation 16

- **Students are not allowed to reserve seat in Computer Room by using notes, books, pencil cases, or any personal belongings.**

Regulation 17

- **Any one who violates the regulations will be prohibited from using the computer systems**





Enjoy your computer lessons!!