



# CAGAYAN DE ORO COLLEGE

PHINMA EDUCATION NETWORK

## INFORMATION TECHNOLOGY DEPARTMENT

### USE OF SCHOOL COMPUTER LABORATORIES

#### Objectives.

Computer laboratories are institutional assets of the organization. It is therefore necessary to operate and maintain these laboratories in the highest standards possible. This set of guidelines is designed to achieve the following objectives:

1. Ensure the efficient and effective use of computer laboratories in the School
2. Provide a clear set of rules to protect all IT resources as operated and maintained inside the laboratories
3. Ensure that all computer laboratories are protected from theft, vandalism and all forms of abuse

#### Scope.

These guidelines shall govern the operations and maintenance of computer laboratories in the School.

#### Guidelines.

1. Students are not allowed to enter the Computer Laboratory without their Instructor or any authorized IT Personnel / IT Student Assistants. The Instructor should be the first person to come in and the last one to leave the laboratory. No computer laboratory shall be opened if there will be no instructor or IT personnel present in the laboratory.
2. Instructors shall closely monitor the conduct of their students while they are inside the laboratory. The instructor shall not be allowed to leave the class during the instructor's assigned laboratory hours. In the extreme event that the instructor must leave the class, the instructor must inform any School I.T. Personnel.
3. At the start of any semester, the instructor shall prepare and submit a Seat Plan indicating the seating arrangements of students in the laboratory. The students must acknowledge the Seat Plan by signing it off. After the first week of classes, the accomplished Seat Plan shall be submitted to the IT Office. The Seat Plan shall be binding and shall remain effective for the entire duration of the semester. In cases of theft, vandalism, or any other form of abuse, the Seat Plan may be used to identify students who are accountable.
4. Before and after any laboratory class, the Instructor shall check all computer units, network devices and other IT resources inside the laboratory. The instructor shall acknowledge these IT resources from the IT personnel. In addition, the instructor must sign out these IT resources at the end of every laboratory class. A logbook shall be provided for these purposes.
5. Students must check the computer unit and its devices before using it. The student must immediately inform his/her Instructor if the assigned PC is not working or in cases where the student discovers that there are missing computer peripherals (mouse, keyboard, etc.). The Instructor should immediately report the incident to the School I.T. Department or IT Personnel present at the said the class.
6. Students are not allowed to bring in bags, pouches, food and beverages inside the Laboratory.
7. Smoking is absolutely not allowed inside the laboratories.
8. Computer games in any form are strictly prohibited inside the laboratories.
9. If a printer is available inside the laboratory, printing of manuscripts, business letters, banners, personal documents and research works are not allowed in the laboratory. Only the printing of program listings is allowed using the laboratory printer.
10. If the computer laboratory is to be used for thesis presentation, special training sessions, tutorials, case study sessions or for other purposes outside the regular offerings of the School, a formal written request must be submitted to IT Department duly endorsed by the College Dean.

11. The turnover of IT equipment is to be observed as indicated in item #4 above.

12. Students shall not be allowed to bring in any other computer unit and/or peripherals inside the laboratory. In cases where there is a need to bring in computer equipment or peripherals, appropriate permission from School authorities must be secured and proper School procedures must be observed.

13. No student or personnel shall be allowed to attach or detach any peripheral to and from any IT equipment or device without explicit permission from the IT Department.

14. Students shall properly turn-off their computer units and arrange the computer peripherals (mouse and keyboard) after use. Chairs must be returned properly to its original places and the instructor and the class must observe orderly dismissal.

15. Theft, vandalism, or abuse in any form is a grave offense and shall be dealt with accordingly. Willful violations of the above provisions shall constitute disciplinary actions. Violators of these guidelines may be subject to any, but not limited to, the following sanctions:

- a. Admonition
- b. Temporary or permanent suspension of computer laboratory privileges
- c. Dismissal from the School