



CAGAYAN DE ORO COLLEGE

PHINMA EDUCATION NETWORK

INFORMATION TECHNOLOGY DEPARTMENT

USE OF SCHOOL INTERNET CAFÉ

GUIDELINES.

- i. Internet Café will operate from 8:00 AM to 9:00PM Monday to Friday and 8:00AM to 12:00PM Saturday
 - ii. At the start of any semester each student will be given 40 Hours Internet Access.
 - iii. The allowed usage for each day is 1 hour only.
 1. Everyone must leave their personal belongings on the shelves designated for that purpose. Internet Cafe, which embodies its Student Assistants, will not be held liable for the loss or damage of any property of any user inside the laboratory.
 2. Users must stay at the terminal assigned to him/her by the Student Assistant on duty. Swapping of tag numbers is not allowed. Loitering inside the lab is also prohibited.
 - Only one student should occupy one computer terminal.
 - In case of group work, the Student Assistant may allow a maximum of two students to occupy a single terminal.
 3. No one is allowed to alter the setting configuration of any lab facility without proper authorization from Student Assistant.
 - Equipment and cables are to be moved by authorized personnel only. Internet users may not attach personal hardware or software to the computer lab network without permission from the Student Assistant.
 - Any malfunction or damage in the terminals used must be immediately reported to the Student Assistant on duty.
 4. Internet users are required to be out of the facility at closing time (or a few minutes before) so that the Student Assistant can carry out closing procedures.
 5. Chewing gum, eating, drinking, smoking and any form of vandalism is prohibited inside the lab.
 6. Playing of games is not allowed inside the lab. The word GAMES encompasses computer related games, card games and other games that may disturb the operation of the lab.
 7. Any forms of CHAT, MUDS, MOO and the like and accessing PORNOGRAPHIC sites are strictly prohibited.
 8. Use of radios, cassette players, CD players or any similar equipment is prohibited. Cellular phones should be in silent mode before entering Internet Cafe.
- Silence should always be observed.
9. Any conduct or activity that disturbs the lab environment is not allowed. Anyone causing a continual disturbance will be asked to leave the Internet Cafe. If the offense done is serious enough, the Student Assistant will call the Security & Safety Office and/or the Discipline Office for assistance.
 - Persons exhibiting hostile or threatening behavior such as yelling, swearing, or disregarding requests made by the Student Assistant will be asked to leave the Internet Cafe.
 - Display of personal affection inside the Internet Cafe is prohibited.
 - For classes held in the Internet Cafe, the faculty is responsible for the behavior of his/her class.
 10. The Internet Cafe is designated for academic use. Students needing to use computers for research and assignments are given priority over the others.
 11. Proper decorum must be observed inside the Internet Cafe. Wearing of hats/caps and other body clothing accessories that cause distractions to students are not allowed.
 12. The Student Assistant has the right to advise any user to leave the premises in case the user violates any of the policies.