

APPENDICES

Academic Computing Facility Room Rules

(Approved by the Rector on 18 August 2023)

1. Introduction

The academic computing facility room and area provide several computing facilities for use by staff and students of University of Macau. The following rules and guidelines which govern the use of computer rooms, Optical Mark Recognition (OMR) room, personal multimedia computer rooms, staff commons and printing areas, may from time to time be amended as necessary.

2. Usage Guidelines

- 2.1 Before using the computing facilities, user should read and agree with the policies as stated in the document **ICTO.04/201210/001 “Acceptable Use Policy - ICTO Computing Facilities, Campus Network and Internet”**.
- 2.2 Always keep the above venues clean.
- 2.3 User should clear up all their belongings after using the facilities and leaving the above venues.
- 2.4 In case of any malfunction of any equipment, user should inform ICTO through service hotline or via email to ICTO Help Desk. Under no circumstances should users attempt to repair any equipment themselves.
- 2.5 When there is no further use of the computing facility, user should leave the above venues.
- 2.6 User should pay attention and follow the instructions provided by ICTO staff and those guidelines being displayed at the above venues.
- 2.7 If it is found and confirmed that a user has left the above venues, the computing facility or facility room in use by the user will be considered as unoccupied. ICTO reserves the right to release it for other users to use. ICTO is not responsible for any loss of data/work from the release actions.

3. Usage Rules

- 3.1 Users must legally enter the above venues.
- 3.2 User should only use one computer at any one time.
- 3.3 Smoking is strictly prohibited in the above venues at all times.
- 3.4 Maintain silence and refrain from disturbing other users.
- 3.5 Do not litter in the above venues.
- 3.6 Do not eat or drink in the above venues.

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- 3.7 User should make sure that their self-provided portable storage devices are virus free before using them.
 - 3.8 Under any circumstances, using the facilities at the above venues for entertainment is not allowed unless it is for academic purposes.
 - 3.9 Users are allowed to use PC speakers only when they are in an instructor-led class or in preparing multimedia files in personal multimedia computer rooms.
 - 3.10 Do not move any equipment, sockets, and/or cables from their original locations.
 - 3.11 Do not use any account set up for another user; or try to make any attempt to find out the password of a service for which you have not been authorized, including accounts set up for other users.
 - 3.12 Do not disturb, delete or tamper with the program/data files of ICTO and of other users.
 - 3.13 Do not run any software or print any job that is not for academic purposes.
 - 3.14 The above venues should not be used for any purposes other than the use of computing facilities.
 - 3.15 Users are reminded that the use of unlicensed software, as well as the unauthorized copying of software, is strictly prohibited on University equipment. Users are solely responsible for any and all unlicensed software and documentation in their possession.
 - 3.16 The use of computing facilities and Audio-video system on the teacher's desk is allowed only under the lead of and/or permitted by the instructor.

4. Penalties for Misconduct and Abuse of Using Computing Facilities and Services

- 4.1 User who had violated any of the above usage rules will be warned instantly to stop the said activity or will be asked to leave the room immediately. ICTO will report it to the related department(s) and take further action in accordance with their instructions in case of repeated violations.
- 4.2 If any theft were found, ICTO will report the case to the Security and Facilities Services Section of Campus Management and Development Office (CMDO-SFS) and take action in accordance with their instructions.
- 4.3 Any user who intentionally damaging the computing facilities, equipment or furniture in the facility room will be required to pay for the cost of repair or replacement.