

Academic Computing Facility Room Rules

(Approved by the Rector on 15 October 2018)

1. Introduction

The academic computing facility room provides several computing facilities for use by staff and students of University of Macau. The following rules and guidelines which governs the use of computer rooms, OMR, personal multimedia computer rooms and printing rooms, may from time to time be amended as necessary.

2. Usage Guidelines

- 2.1 Before using the computing room, 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 room environment clean.
- 2.3 User should clear up all their belongings after using the facilities and leaving the room.
- 2.4 In case of any malfunction of any equipment, user should inform ICTO through service hotline or via e-mail 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 room, user should leave the room.
- 2.6 User should pay attention and follow the instructions provided by ICTO staff and those guidelines being posted in the room and on the door.
- 2.7 If it was identified that a user had left the computing facility room and the PC he/she had been using was no further in use, 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 User should bring his/her valid campus card when using the computing facility room.
- 3.2 User should only use one computer at any one time.
- 3.3 Smoking is strictly prohibited in computing facility room at all times.
- 3.4 Maintain silence and refrain from disturbing other users.
- 3.5 Do not litter in computing facility room.
- 3.6 Do not bring any food and beverages into or eating or drinking in the computing facility room.

- 3.7 User should make sure that their self-provided portable storage devices are virus free before using them in the computing facility room.
- 3.8 Under any circumstances listening to music, watching movies and playing computer games are not allowed in the computing facility room unless it is for academic purpose.
- 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 programme/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 Computing facility rooms 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 stated usage rules will be warned instantly to stop the said activity or will be asked to leave the room immediately. Records will be marked down for further reference.
- 4.2 User who had violated any of the above stated usage rules, ICTO reserved the right to suspend his/her privileged of using the following ICTO services: computer rooms, virtual computer room, personal multimedia computer rooms, fast-access PCs, loaning devices, printing and copying service for one week in the following working day and report the case to related department;
 - 4.2.1 For student, the case will be forwarded to Student Affairs Office (SAO);
 - 4.2.2 For staff, the case will be forwarded to the related department and Human Resources Section of Office of Administration (ADMO-HRS).
- 4.3 Any user who was identified that he/she had subsequently violated any of the above stated usage rules, ICTO will suspend his/her privileged of using the following ICTO services: computer rooms, virtual computer room, personal multimedia computer rooms, fast-access PCs, loaning devices, printing and copying service for one month in the following working day and report the case to related department;
 - 4.3.1 For student, the case will be forwarded to Student Affairs Office (SAO);
 - 4.3.2 For staff, the case will be forwarded to the related department and Human Resources Section of Office of Administration (ADMO-HRS).

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- 4.4 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.
 - 4.5 Any user who commits serious offenses, such as stealing computer items, accessories or furniture; ICTO will report the case to the Security and Transport Section of Campus Management and Development Office (CMDO-STC) and the faculty or department concerned for further action.
 - 4.6 During the period of privilege suspension if there is the need of using the computing services for academic or administrative purpose, user can request his/her academic unit or department to send a written request to ICTO to temporarily restore his/her privileges for accessing the services stated in 4.2 and 4.3. ICTO can consider the request but is under no obligation to restore the suspended privileges.