

RULES & REGULATIONS - COMPUTER LABORATORIES

Persons allowed to use the laboratories in the faculty are:

- Current faculty students.
- Students from other faculties who are taking faculty courses.
- Students from other faculties who have obtained permission from the Assistant Registrar or Information Systems Officer of the faculty.

Laboratory Rules

Students must read, understand and obey all of the rules and regulations before using laboratory facilities or services of the Faculty of Computer Science and Information Technology, UNIMAS.

1. Student must display their student card while in the laboratory.
2. Student must wear proper attire according to the university's dress code. Student caught wearing short pant, sleeveless shirt or blouse, miniskirt or torn jeans will not be allowed to enter the laboratory.
3. Student is allowed to bring in bags, but, must be placed on the rack provided in the laboratory.
4. Use of mobile phone is prohibited in the laboratory at all times. Food and drinks are also prohibited in the laboratory.
5. Faulty computer equipment must be reported to the staff in charge immediately, prior or after usage.
6. Student is responsible to replace any damaged or lost equipment if found damaging or losing it on purpose.
7. Student is prohibited to change computer settings (i.e., wallpaper, folder, system file, mouse pointer, and desktop settings including operating system).
8. Student is not allowed to remove or relocate any computer equipment from its location without obtaining permission from the Technical Unit.
9. Student must switch off the computer after each use to avoid energy waste and equipment damage.

Using other computer equipment in the laboratory

1. Student must obtain permission from technical staff in charge of the laboratory for each computer equipment (i.e, mouse, laptop, etc.) that is needed to be brought into the laboratory.
2. Student must register his laptop at the Technical Unit before he can use it in the laboratory.
3. Only laptops that are certified by the Technical Unit allowed in the laboratory.

Laboratory user account access

1. Account/password that is given to a user must be kept secret. Student is not allowed to give the password to other users. Each student is responsible to his own account.
2. Student is prohibited from using the computer to blackmail, send or view pornographic material, distributing advertisement or computer virus, using other user's identity and other activities which do not involve teaching and learning.

Computer files and directories

1. Student is prohibited from bringing personal software into the laboratory. Any student found doing this will be:
 - i. suspended from using any computer facility for at least a month **and**
 - ii. the software will be confiscated.
2. File that has been stored in the computer in the laboratory by any student must be deleted after laboratory work has been completed.
3. Each student is allocated 25MB storage space in the server to store work. Action will be taken if there is any misuse of this facility.
4. Student must ensure computer or personal storage devices used are free from any computer virus. Student is urged to backup important documents or files to avoid virus attacks.

Laboratory opening hours

Monday to Thursday	8.00am to 9.00pm	
Friday	8.00am to 12.00pm	2.30pm to 9pm

Note: Opening hours subject to change according to Semester Break.

Technical Services

Technical staff of the faculty is ready to assist in the following:

Printing

The faculty does not provide printing services to the students, however printing service is available at the Centre for Academic Information Services (CAIS) in the university.

Laboratory Reservation

Only lecturers, tutors or lab demonstrators only are allowed to make reservation for any laboratory for the purpose of teaching, conducting tests and other teaching activities.