



NDANDA COLLEGE OF HEALTH AND ALLIED SCIENCES

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COMPUTER LAB RULES

1. **Food and Drink:** No food or drinks are allowed.
2. **Mobile Phones:** Use of mobile phone is prohibited in the laboratory at all times.
3. **Silence:** Individuals accessing services in the lab must observe, be considerate of other lab users.
4. **Computer Settings:** Do not change any computer settings. Student is prohibited to change computer settings (i.e, wallpaper, folder, system file, mouse pointer, and desktop settings including operating system).
5. **Movements in Computer Lab:** Remain seated and work quietly.
6. **Cleanness:** Leave your work area clean, straightened your keyboard and mouse; put the computer away properly.
7. **Damage:** Student is responsible to replace any damaged or lost equipment if found damaging or losing it on purpose.
8. **Laboratory Reservation:** Only tutors or lab demonstrators only are allowed to make reservation for any laboratory for the purpose of teaching, conducting tests and other teaching activities.
9. **Installations:** Student is prohibited from bringing personal software into lab.
10. **Unplug, Remove or relocate equipment:** Student is not allowed to unplug, remove or relocate any computer equipment from its location without obtaining permission from the IT Unit.
11. **Faulty:** Faulty computer equipment must be reported to the staff in charge/IT Unit immediately, prior or after usage; otherwise you will be the responsible of the failure.
12. **Surf safely:** Students shall only access approved sites (avoid PONOGRAPHICS SITE or SIMILAR SITES). These sites HARBOR dangerous viruses.
13. **Switch Off Computer:** Student must switch off the computer after each use to avoid energy waste and equipment damage.