

SAFETY REGULATIONS IN THE COMPUTER LABORATORIES

Responsibilities of students in the Computer Laboratories

- During curriculum hours, students are not allowed to be in the Computer Laboratories unless accompanied by a teacher or has the written permission from teachers.
- Care and responsibility must be exercised in the handling of all hardware and software. All hardware, for example, mice, keyboards etc. are not to be removed by users. No modifications e.g. renaming / deleting of icons, deleting of toolbars, etc. should be made to the software installed in the computers.
- Students must exit all software properly and shutdown their computers before leaving the laboratories.
- If the computer does not work satisfactorily, please request for help from the teachers or Technical Assistants. Do not meddle with the wires on your own as it can be dangerous or even make things worse.
- All materials and equipment **MUST** be returned to their proper locations, the area around your workstation tidied, and chairs returned to their proper places after use.
- Printing should only be done under direct teacher supervision or written permission from teachers. Students have to provide their own paper(s).
- Unwanted sheets of scrap paper must be placed into the recycling box for recycling.
- No materials e.g. flash drives, manuals, computer articles, reference materials or texts are to be removed from the laboratories without prior permission from the teachers and /or laboratory technicians.
- No food and/or beverages are allowed in the laboratories.
- Students should use their own portable storage devices e.g. flash drives, portable hard disks, etc. to store their work. No data should be saved on the hard disks of the computers unless otherwise instructed by teachers. Unauthorized data stored in the hard disks is liable to be deleted without prior notice.
- The Technical Assistants' work area is strictly **OUT OF BOUNDS** to all students.
- No computer games are allowed at all times.
- During recess, no students are allowed in the laboratories unless they are issued a written permission from teachers.

Ethical Use of Computers

- All computers in the school are intended to be used **ONLY** for academic objectives.
- Students are responsible for their own personal network and Internet account. It is provided for the exclusive use of the person to whom the account was issued, and any unauthorised use by other persons is strictly prohibited.
- Students are advised **NOT TO SHARE THEIR PASSWORD WITH OTHER STUDENTS** as the student caught doing so, will be held responsible for any mischief or loss caused by his **USER ID**.
- No student should use his computer account to obtain and/or exchange software as such action may lead to a violation of copyright.
- Students must not subvert the restrictions associated with their assigned computing accounts.
- No obscene, vulgar or harassing messages should be sent by any student using electronic mail or other means through the school computing facilities.

Note: All activities on the school computer network are electronically monitored and the Computer Laboratories are under CCTV surveillance at all times.