

Student Residence Office City University of Hong Kong

Regulations for Use of the Computer Rooms

1. The use of the facilities at the Computer Rooms of the Student Residence is restricted to all students and staff of the City University of Hong Kong. Priority of use is given to the residents of the respective hall.
2. All users, upon request, must produce appropriate ID cards for inspection by the security guard or the SRO staff on duty.
3. **DO:**
 - 3.1. notify the security counter in case of machine breakdown or other irregularities;
 - 3.2. use only one workstation simultaneously;
 - 3.3. use only the software pre-installed in the computers;
 - 3.4. follow the instructions in front of each laser printer when using the laser printing service;
 - 3.5. leave the Computer Rooms immediately at its closing time, or at any other time when instructed to do so by a member of the SRO staff;
 - 3.6. comply with the University's "Policy on Use of IT Services and Facilities" and the following regulations, or
 - 3.7. observe the Hall Rules formulated by each hall.
4. **DON'T:**
 - 4.1. eat, drink, or play any form of game;
 - 4.2. cause any disturbance to others (e.g. shouting, singing, etc.);
 - 4.3. install, alter, delete, or copy any software on computers provided by SRO;
 - 4.4. allow others to use his/her account(s);
 - 4.5. use any equipment for non-academic related work;
 - 4.6. connect any device to the equipment in the Computer Rooms without prior approval, or
 - 4.7. in any way remove, deface or damage any equipment, manual, or other property of the SRO.
5. These regulations may be revised from time to time by the University.