



UESD COMPUTER LABORATORY RULES AND REGULATIONS

- 1 The following actions are **STRICTLY PROHIBITED** in the Computer Laboratory:
 - a) Changing or modifying any computer settings.
 - b) Browsing the internet unless explicitly authorized by the official course lecturer.
 - c) Eating, drinking, or bringing any form of food or beverages into the lab. Water must be consumed outside the Computer Laboratory, and no water bottles or beverages should be placed on the desk.
 - d) Using auxiliary or secondary storage devices, such as pen drives.
 - e) Charging mobile phones or other personal devices using any available device port in Computer Laboratory.
 - f) Engaging in fighting, arguing, or making excessive noise.
 - g) Watching videos, movies, or playing music.
- 2 Under no circumstances should any hardware or software configuration be swapped or modified.
- 3 Students, teaching assistants (TAs), and lecturers are not permitted to plug in or unplug any device or peripheral. All technical issues must be reported to the DITSO Staff on duty.
- 4 Students are not permitted into the Computer Laboratory unless the lecturer for the course is present.
- 5 Teaching assistants (TAs) and any unauthorized persons are not allowed to conduct lectures or assist students in the Computer Laboratory in the absence of the course lecturer.
- 6 Students must not delete any folders or files assigned during lectures unless explicitly instructed by the course lecturer.
- 7 Students must vacate the Computer Laboratory immediately after their assigned course session ends.
- 8 Disrespecting or arguing with any assigned DITSO staff will result in immediate ban from entering the Computer Laboratory.
- 9 If a device or peripheral in the Computer Laboratory goes missing, the class or group responsible will be required to replace it with three (3) additional units of the same item.
- 10 The Class Representative must sign the **INVENTORY BOOK** to confirm the availability of items in the Computer Laboratory before and after each lecture session.

ANYONE WHO VIOLATES THESE REGULATIONS SHALL BE SUMMONED BEFORE THE DISCIPLINARY COMMITTEE FOR SANCTIONING OR BANNED INDEFINITELY FROM USING ANY UNIVERSITY COMPUTER LABORATORY.

BY AUTHORITY: DIRECTOR, DITSO.