

Computer Laboratory Usage Policy

The purpose of computer laboratory policies is to ensure all the physical laboratories are kept in a reasonable and acceptable standard. All physical equipment and furniture needs to be maintained in a good operational condition. All users have the responsibility to ensure the computer lab is an enjoyable studying environment for everyone.

What are the Computer Lab Usage Policies?

1. Strictly no food or drinks in computer labs. Only bottled drinks with cap or closed-lid tumblers are allowed. **Coffee cups are not allowed.** Kindly finish it first before entering the computer lab.
2. Students who use computers for their academic study take priority over students who use them for personal reasons. During busy hours, personal use of computer resources is prohibited.
3. The computer lab is a quiet working area. If you require discussing your work then please restrict your volume to the minimal or move to a non-quiet area outside the labs.
4. Please keep the computer labs clean by removing all your rubbish into the rubbish bins provided. Do not leave your mess for someone else to clean up.
5. Do not unplug cables of any kind from the computers or network devices. Relocation of any AAPoly electronic equipment such as computers, printers or projectors without authorization is strictly prohibited.
6. Students are not allowed to use the data cable to connect his\her personal laptop (or notebook) to the wall data socket.
7. Vandalism and stealing are strictly prohibited and will not be tolerated. No installation of any software or change to any global settings on the computers (e.g: Lanuage and Graphic Resolution settings).
8. Non-academic video\audio streaming or downloading of any kind is not allowed.
9. Visiting to offensive or highbandwidth consumption web sites is prohibited (Eg:adults, gaming, and gambling).
10. Use of Voice Over IP (VoIP) technology on computer is not permitted.
11. No interactive entertainment is allowed to be played on any computers.
12. E-tax software on AAPoly computers is for teaching purposes only. Don't lodge your tax return from AAPoly computers.

Violation of Lab Usage Policies

Any violation to the Computer Lab Usage Policies may potentially result in the offender being barred from using any computer equipment; or barred from entering into any computer labs for 4 weeks.

The offender's computer network account may be suspended. Repeated offenders will result in being permanently barred from using any computer resources or entering into computer labs.

Stealing and Vandalism

Stealing and vandalism are very serious offences and will not be tolerated. The offender will be dealt with in accordance to the law. Police may be called upon if AAPoly management believes assistance is required to deal with the offender. Students are reminded that surveillance cameras are installed in the computer labs.

Special Notes:

Usage policies are not static policies. It is common practice that policies would be modified and updated from time to time. Although measures will be taken to update the students, unfortunately it is not always possible to keep all students informed of policy changes. AAPolytechnic reserves the rights to update policies without notifying students. Students are recommended to check policies regularly to ensure that they are not violating any rules.