

GOVERNMENT COLLEGE OF COMMERCE AND ECONOMICS, BORDA-MARGAO, GOA

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INFORMATION TECHNOLOGY LABORATORY MAINTENANCE AND UTILISATION POLICY

Computer Usage Policy

The purpose of this policy is to address all issues relevant to the running and maintenance of the computer laboratories and its surrounding areas to ensure that the facility is maintained in good condition for the use of all students.

Computer laboratory policies

- ✓ Students are not to disconnect the computers' or monitors' power supply either from the computer itself or from the general purpose outlet. Students will be held liable for any damage caused should they do so.
- ✓ Students are not to disconnect, turn off or otherwise interfere with laboratory computers or other equipments.
- ✓ Students may not connect their personal computers to the wired network points. Network access is only permitted for the laboratory computers.
- ✓ Students are not permitted to let other persons into the labs or any secured area, regardless of whether or not that person is known to them. Students

letting in other persons will be held responsible for any breach of policy by these persons, even if they are identified at a later stage.

- ✓ No food or drink is to be taken into the computer labs or near any computers.
- ✓ Litter if any, is to be removed and placed in the bins provided.
- ✓ Print quota is for the printing of assignments only. Lecture notes and other materials are provided in classes and are not to be printed in the lab.
- ✓ No copyright material (for example music or software) is to be stored on the computers or on the network storage provided.
- ✓ Computers are not to be left unattended for more than 15 minutes. Computers that are logged on and left unattended exceeding this time may be logged off without notice and unsaved data will be lost.
- ✓ The laboratory computers are provided for research, course work and other University sanctioned activity only. Recreational and personal use is not permitted.
- ✓ Students are not to install software on to the lab computers under any circumstances, or run any software not installed by the teaching staff.

Penalties

Students not complying with the above policy, may at the discretion of the college authority, have to forsake their rights to access the laboratory for a period of up to six months as an initial breach period. Students who continue to breach this policy may have their access revoked indefinitely.

At the discretion of the college authority a fee may be applied to a student who breaches the policy to cover the cost of restoring the computers or facilities to their previous state.