



COMPUTER LAB INSTRUCTIONS FOR STUDENTS

WELCOME TO THE COMPUTER LAB! IN ORDER TO ENSURE A PRODUCTIVE AND ENJOYABLE EXPERIENCE FOR EVERYONE, PLEASE FOLLOW THESE GUIDELINES:

- ☐ Submit your mobile phone either at the counter or to your instructor before entering labs.
- ☐ Clean your Workstation before Turn on Computer.
- ☐ No food or drinks are allowed near the computers.
- ☐ Respect the equipment, report any malfunctions or damage to the lab assistant.
- ☐ Only use your assigned computer and workstation.
- ☐ Keep noise levels to a minimum to create a conducive learning environment.
- ☐ Do not install or download any software without permission.
- ☐ Save your work regularly to avoid losing data.
- ☐ Use the internet for educational purposes only.
- ☐ Do not access inappropriate websites or engage in non-academic activities.
- ☐ Do not attempt to fix technical issues on your own unless instructed to do so.
- ☐ Save your work to the designated folders.
- ☐ Log out of your account before leaving the computer.
- ☐ Ensure you have all personal belongings before leaving your station.
- ☐ Use your time efficiently to complete assigned tasks.
- ☐ Be mindful of the lab schedule and be prepared to leave when the session ends.

REMEMBER:

- ☐ Follow these guidelines to create a positive learning environment.
- ☐ Ask questions if you need clarification on any instructions.
- ☐ Enjoy your time in the computer lab and make the most of the resources available.

Thank you for your cooperation!

Regards

Engr. Arifa

