University of Southeastern Philippines
College of Information and Computing

Rules and Regulations for Computer Laboratory Use

These rules are established to ensure a safe, secure, and productive environment for all users of the Computer Laboratory. They are intended to promote responsible use of computer resources, ensure equitable access, and protect University assets and data.

All users are expected to observe the following guidelines.

1. General Guidelines

1.1 Only authorized users (students, faculty, and staff) with proper identification or assigned class schedules are allowed to use the computer laboratory.
1.2 Users must sign in and out on the attendance logbook.
1.3 Food, drinks, and chewing gum are strictly prohibited inside the laboratory.
1.4 Keep the laboratory clean and orderly at all times; dispose of trash properly.
1.5 Personal belongings should not be left unattended. The lab is not responsible for lost or stolen items.
1.6 Silence must be observed to maintain a conducive working environment.
1.7 Mobile phones must be set to silent mode and must not be used for calls inside the lab.
1.8 Users are not allowed to change the desktop wallpaper, theme, system appearance, or other Windows settings unless explicitly authorized by the instructor or lab personnel.

2. Computer Usage

2.1 Computers must be used for academic and research-related purposes only.
2.2 Gaming, social networking, streaming (unless required for class), and other non-academic activities are prohibited.
2.3 Users must not change any system settings or configurations.
2.4 Installation or downloading of software, programs, or files without permission is strictly prohibited.
2.5 Save work on personal storage devices or cloud services since lab computers may be periodically cleaned.
2.6 Users must not access or attempt to access unauthorized areas, files, or information.
2.7 Users must not use engage in plagiarism, academic dishonesty, or view/distribute pornography.
2.8 Ethical and responsible use of AI tools for academic work must be in compliance with academic standards.

3. Internet and Network Policies

3.1 Internet access is granted for academic and research-related activities.

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3.2 Accessing or distributing inappropriate, offensive, or illegal content is strictly forbidden.

3.3 Users must not engage in activities that may harm the network, such as spreading malware, phishing, or hacking.

3.4 Do not use the laboratory computers to bypass internet filters or firewalls.

3.5 User activity may be logged or monitored to ensure compliance with the University policies and cybersecurity protocols.

4. Equipment and Facilities

4.1 Handle all equipment with care. Report any damaged or malfunctioning equipment immediately to faculty, lab personnel, or CIC staff.

4.2 Do not remove, unplug, or move any hardware without permission.

4.3 Do not tamper with computer setups (e.g., opening CPU casings or modifying cables).

4.4 Printing services (if available) are for official academic purposes only. Coordinate with the lab personnel for procedures and limitations.

4.5 Monitors, keyboards, mice, headphones, USB devices, and other peripherals must not be removed, disconnected, or transferred to another workstation without approval.

4.6 Unplugging peripherals may cause hardware or system errors and may disrupt ongoing laboratory work.

5. Time Management

5.1 Computer use may be limited to a specific period. Do not extend beyond your schedule.

5.2 Save your work properly. The lab is not responsible for lost data due to power outages or system errors.

5.3 Log off and shut down the computers properly after use unless instructed otherwise.

6. Conduct and Disciplinary Measures

6.1 Any form of disrespect, harassment, or disruptive behavior toward fellow users or lab staff will not be tolerated.

6.2 Users caught violating any of the rules may result in sanctions, including suspension or revocation of lab privileges.

6.3 Repeated offenses or serious violations may be reported to higher authorities for further disciplinary action.

7. Lab Operating Hours

7.1 In general, the computer lab is open Monday through Saturday from 8:00 AM to 5:00 PM.

7.2 Extended hours may be scheduled during periods of high educational demand or upon request based on demand and staff availability.

7.3 Any scheduling modifications must be communicated beforehand.

7.4 Users are expected to leave the laboratory promptly at closing time.

7.5 The lab is not responsible for lost or stolen property. Hence, keep workstations organized and do not leave valuables unsecured.

8. Ethics and Security.

8.1 Never access or modify files that are not your own.

8.2 Any form of cybercrime, including hacking and malware distribution, will result in disciplinary action.

8.3 Preserve the privacy of institutional or personal information.

8.4 Always abide by the University's acceptable use policy.

9. Safety and Housekeeping

9.1 Turn off monitors (if necessary) and return chairs to position after use.

9.2 In the event of an emergency (such as a fire or earthquake), adhere to the evacuation protocols.

9.3 Never tamper with network equipment, fire alarms, or power outlets.

10. Bring Your Own Device (BYOD) Policy

10.1 Students are permitted to use their personal devices for research, collaboration, and completion of academic tasks, provided these are used responsibly, securely, and in accordance with existing laboratory policies.

10.2 Devices must be used exclusively for class-related activities. Gaming, social media, and unrelated browsing are strictly prohibited.

10.3 Only applications, websites, and files authorized by the instructor may be accessed.

10.4 Connect only to the University's official Wi-Fi if internet access is required for the class. The use of personal hotspots, VPNs, or any method to bypass network filters is prohibited unless authorized by the instructor or the school's IT administrator.

10.5 Students are responsible for the safety and security of their devices. The school or college will not be held liable for loss, theft, or damage.

10.6 Charge devices only at designated charging stations. Do not unplug cables from laboratory computers or other installed equipment.

10.7 Taking photos, videos, or audio recordings requires prior permission from the instructor and classmates.

10.8 Ensure devices are updated with the latest software and antivirus protection. Avoid unsafe downloads and unauthorized file sharing.

10.9 Avoid distracting classmates or obstructing their work. Mute notifications and use headphones only with instructor approval.

10.10 Instructors have the authority to monitor device use and may require devices to be closed or stored if misused. Violations of this policy may result in further disciplinary actions under the college / school's code of conduct.

ACKNOWLEDGMENT

I have read, understood, and agreed to comply with these rules upon entering and using the IT Laboratory facilities.

Balbuena, Mike Troy P.
_____
Name of Student/Signature
Date:09/09/2025