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****Republic of the Philippines

**CARLOS HILADO MEMORIAL STATE COLLEGE**

Talisay City, Negros Occidental

**COMPUTER LABORATORY MANUAL**

Approved by:

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**INTRODUCTION:**

The Carlos Hilado Memorial State College Computer Laboratory Rooms (Room 311, 312, 313, 402, and 403) are available for students and faculty for class usage only. These labs are available for regularly scheduled class meetings. It is strictly for use of faculty and students development; technology instruction; programming and other activities.

**MANDATORY ORIENTATION:**

Orientation for students and faculty will be held each year to go over the CHMSC Computer Laboratory policies and procedures.

**POLICIES AND PROCEDURES:**

**Aim and Scope of Policy**  
The following Computer Lab Policy applies to all users of CHMSC Computer Laboratories:  
\* To identify and protect sensitive or proprietary information and computer applications from unauthorized alteration or disclosure or physical damage, whether deliberate or accidental.  
\* To protect the Laboratories from serious hardware failures or destruction through appropriate backup procedures and contingency plans to assure continuity of Laboratory operations.  
\* To prevent the use of college-owned computing and networking resources for unauthorized purposes.

**RULES:**

1. **Users should practice responsible and ethical behavior inside the laboratories.**
2. Lab Admins are to be treated with respect and all their instructions are to be followed.
3. Each faculty who uses the laboratory for regular use will be given an access to enter the laboratory.
4. Lab equipment and facilities should be used with utmost care. Abuse or mishandling of equipment is strictly prohibited.
5. The computers may not be used for chatting, recreational games or viewing sites which are inconsistent with the vision and mission of the school. These sites include pornographic sites, racist sites and other sites, which advocate the violation of human rights.
6. The installation of any software in a lab computer is prohibited unless a written request by the faculty and is approved by the Lab Admin.
7. Do not move computer parts from one lab to another laboratory.
8. Students are prohibited to enter the lab unless authorized by the teacher or staff.
9. Students are responsible to use the computer based on their accounts. They should make appropriate use of the system, provide protection features, and take precautions against others obtaining access to their computer resources.
10. Students must not search for, and/or access or copy directories, programs, files, or data not belonging to them. Software provided by CHMSC may not be taken to the other computer sites without permission. If there is any doubt about the use of any software, student should contact the ICT Coordinator or Lab. Assistant.
11. Students must not attempt to modify system facilities, crash a system, nor subvert the restrictions associated with their accounts or computers.
12. Students may not tamper with or change any configuration settings of any devices without approval from the Information and Communication Technology staff/instructors.
13. Students may not monopolized any available resources to the extent of denying others fair use.
14. Use of any CHMSC’s computer system for personal or business purposes without written permission is prohibited.
15. All users shall be responsible to the suggestions and interpretation of these rules by the ICT Personnel.
16. The CHMSC lab computers are to be used by bonafide students of the college students who are dully enrolled only in the current semester.
17. The lab assistants are not (allowed) to instruct students on how to do their assignments. The lab assistant duties involve helping a student who is “stuck” to get out of the problem. However, they are not in any manner allowed to show students how to solve a problem or help students do their work.
18. Students are not allowed to copy any of the programs licensed to CHMSC.
19. Students are not allowed to leave any data or programs on the hard disk drives.
20. Children are not allowed in the laboratory.
21. The lab should be kept clean and tidy at all times.

**Entering the Lab:**

1. Turn on only as many student computers as needed.

2. Turn on the computer podium, projector and whatever equipment you are using.

3. Chewing gum, food or drinks are not allowed in the computer lab or anywhere near the computer.

4. No internet/intranet gaming activities allowed.

**Exiting the Lab:**

1. Cleaned up any trash from the lab including papers.

2. Turned off all student computers.

3. Turned off the projector.

4. Turned off the light.

5. Closed the door.

**REVOKING OF THE INDIVIDUALS RIGHTS TO USE THE COMPUTER, EITHER ON A TEMPORARY OR PERMANENT BASIS COULD RESULT (to) THE FOLLOWING:**

**Probation (First Offense)** – Will be assigned with collegial or community service for one week.

**Suspension (Second Offense)** – Two weeks suspension from using the Internet and Computer Labs.

**Expulsion (Third Offense)** – May be expelled on the use of any computer or internet facility of the college.

**ETHICS IN USING COMPUTER:**

1. You should not use a computer to harm other people.
2. You shall not interfere with other people’s computer work.
3. You shall not use a computer to steal or make any illegal acts.
4. You shall not use a computer to give false identity.
5. You shall always use a computer in ways that ensure consideration and respect for your fellow friends.

**REPORT MALFUNCTIONED UNITS TO THE LAB. ADMIN.:**

Students or faculty are encouraged to report any malfunction of the computers or their associated peripherals to the laboratory assistants as soon as they notice them.

Damage, which is not due to reasonable wear or tear, will be charged against the students. The Administrator also reserves the right to file a disciplinary action against the students.

**PRIORITY OF LAB. USE:**

Priority for use of this lab is given to students and faculty who are in need of the room.

**EQUIPMENT OPERATION AND RELATED ISSUES:**

If the faculty or student would like to use any technology hardware other than that which is already in the laboratory provided, you must check with the laboratory assistant or technician and specify the extra equipment needed.

**BACKING UP/SAVING WORK:**

All computers are “cleaned” every Saturday. Any work or programs saved during your class will be erased from the hard-drive. Consequently, please either save your work to a flash drive or email it to yourself. It will not be saved to lab computers.

**REPORTING PROBLEMS:**

If you have problems during your class approached the person in charge and they will send someone to help.