The Chinese University of Hong Kong
Department of History

Computer Laboratory -
Policies & Guidelines on Access and Usage
Version 1.4
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## Introduction

The computer laboratory is setup to facilitate and support the teaching assistants and RPg students in studying, teaching and research through the provision of an up-to-date and efficient information technology environment to meet the needs of the department, our staff and students.

## Opening Hours

Monday to Saturday: 7:45 a.m. – 7:00 p.m.
Maintenance Session, Sunday & Public Holiday: Closed

## Policies & Guidelines on Access and Usage

1   History Staff Rights and Responsibilities

   1.1   The computer laboratory is administered and maintained by History Department, CUHK and is open for the History Staff, Teaching Assistants and RPg students only. Other persons except with the authorization from Department of History, CUHK, are not allowed to enter and use the facilities in this laboratory.

   1.2   The staff of History Department has the right to request who cannot prove they are staff or Teaching Assistants of History Department, CUHK to leave the laboratory immediately.

   1.3   The computer laboratory can be reserved for instructional purpose. And History Department reserves the right to close the laboratory at a short notice to accommodate instructional or maintenance needs.

2   Use of Login Accounts, Computer Equipments and Software

   2.1   User should use the assigned account allocated to him/her for login the network.

   2.2   User should not copy the copyrighted software/program. These software/programs are protected by The Copyright Ordinance.

2.3    Users are not allowed to detach or remove any internal or external device attached to the computer.

2.4    Users are not allowed to install, amend and remove any software/programs in the computer without the authorization from Department of History, CUHK.

2.5    User can use network printers for approved purposes in printing, which for teaching assistants means for printing course related materials.

2.6    Users are allowed to use the computer laboratory after normal office hours. The last person who uses the computer laboratory has the responsibility to ensure that all the computer equipments are turn off. And he/she should make sure the door is closed when they leave.

2.7    All the computers are installed with anti-virus software and anti-spyware to protect the computer from being attack.

2.8    Users are not recommended to save their working files in the computer. User are recommended to backup or save their working files to external storage devices such as floppy disk, flash disk or recordable CDs. Department would not responsible for any loss to their personal files.

## 3    Users Rights and Responsibilities

3.1    User should use CULink Card to enter the computer laboratory.

3.2    Users should not bring food or beverages into computer laboratory. NO eating, drinking or smoking is allowed in computer laboratory.

3.3    User should not use computers to create sounds or music that may disturb other users.

3.4    User should not relocate any computer equipments, facilities or furniture without the authorization from History Department, CUHK.

3.5    Users are not allowed to download and play computer games in the laboratory.

3.6    User should not use any equipment to display pornographic or sexually explicit materials

3.7    User should clean up your work area when they leave.

3.8    Users should take care of their belongings. History Department may remove any unattended personal belongings that found in the laboratory. History Department will not be responsible for any loss or damage to any personal belongings in the laboratory.

3.9    Users could bring your bags and briefcases whereas umbrellas should be deposited at the entrance.

Infringement of any of the above regulations may lead to demand for immediate departure from the notification to the Head of Department concerned for appropriate action.