

Asia University OICT Computer Rooms Management Guidelines

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2010.05.27 Issued by Asia Mi Tze No. 0990005203

2014.01.03 Approved to amend Guidelines 2, 3, 4, 5 and 13 by the 1st OICT Advisory Committee of the 2013 Academic Year

2016.01.06 Approved to amend Guidelines 2, 4, 5 and 11 by the 1st OICT Advisory Committee of the 2015 Academic Year

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1. The mission of the computer rooms, belong to the OICT, is support the teaching needs on campus.
2. To reserve a computer room for a class, the faculty and employees can visit the Academic Information system. For a specific project or activity, the undertaker of the co-organizer can access that system to apply. The applicant and the instructor are responsible for taking care of the facility.
3. Computer rooms provide services for academics, administration and student associations. For the activities of student associations, the personnel at Office of Student Affairs will assist to register on the system. The outsider is not allowed to use the system unless it is accompanied by an insider.
4. The software installed on the computers is posted on web site of the OICT a week before classes begin. For the software not listed on the web page, the instructor can fill out an Information Service Form. After notifying the supervisor and approved by the Dean of OICT, the software will be installed during the room maintenance period. The applicant should make sure the software is legally authorized, otherwise, he is responsible for the legal issues.
5. The use of the computer needs instructor or any faculty member at the scene. If not, the OICT has the right to close the room and stop the service.
6. The instructor has the responsibility to cooperate the management of the room. He has to help the OICT personnel to deal with any violation if needed.
7. The user has the responsibility to check the completeness of the computer devices before using it. If the user finds the computer does not function or is destroyed, before or in the mid of usage, he should report to the OICT personnel to clarify his responsibility.
8. The computer system in the computer room is preinstalled the functionality of system recovery. Whenever the system boots up, it will remove all data not belongs to it. The user has to back up his own files. The OICT is not responsible for the data storage.
9. The public storage of the computer in computer room provides all users the space to store data temporarily. Whenever the system boots up, all data files in the storage will be cleaned. The OICT is not responsible for the data storage.
10. Illegal software is not allowed to be used in the computer room. The user is responsible for the

intellectual property rights issue and penalized by the school regulations.

11. The OICT does not support long term reservation. If the class is adjusted for a whole semester, please follow the regulation of Academic Affairs to transfer courses. If someone is found to reserve a room for a long period, the OICT has the rights to revoke his applications.
12. In the computer room, one has to obey the rules. Any violation will be reported to the corresponding department for penalty. The OICT has the rights to suspend the usage privilege if any abuse is found. The computer room can be closed if needed.
 - A. Keep the computer room clean.
 - B. No drink or food in computer room.
 - C. No visiting sex web sites.
 - D. No class-unrelated video games or program files
 - E. No shouting, playing.
 - F. No moving, disassembling or destroying equipment in the room.
13. The guidelines are approved by the OICT advisory Committee, issued by the president. For the amendment, the process is same.