

9. COMPUTER LABORATORY RULES

- 9.1. All students using the Computer Labs are strictly required to adhere to the stipulated computer laboratory rules as displayed in the laboratory.
- 9.2. Students may not enter or work in the laboratory unless the computer teacher-in-charge is present.
- 9.3. Any access to indecent sites is a punishable offence. Offenders will be severely dealt with by the school.
- 9.4. NO downloading is allowed without prior permission from the teacher-in-charge.
- 9.5. Students are NOT allowed to install any software onto the computer system. By doing so, you are breaking the copyright law. The school takes a serious view of any such misdemeanour.
- 9.6. Students are not allowed to bring any storage devices e.g. thumbdrives, compact discs into the laboratory.
- 9.7. There should be minimal movement in the laboratory. Silence must be observed at all times.
- 9.8. NO eating or drinking is allowed in the laboratory.
- 9.9. Only books related to the computer lessons are permitted in the computer laboratory. All other books and bags are to be left in your respective classrooms.
- 9.10. Students must be punctual for their lessons. Students are to line up at their class and make their way promptly to the Computer Lab. Latecomers will be severely dealt with.
- 9.11. As soon as a student is seated at the computer assigned to him/ her, he /she MUST report any damage or irregularity noticed, to the teacher-in-charge. If a computer assigned to a student is found to be damaged / faulty after he / she has used it, then the student will be held responsible for the damage / fault and bear the cost of repair or replacement.