

Rules of the Management and Use of Computer Labs at I-Shou University

Ratified and promulgated by the President on December 21,
2012

Amendments to Provisions 1, 3, 6~8 and 10 ratified and
promulgated by the President on October 13, 2015

- I. The Rules of the Management and Use of Computer Labs at I-Shou University (hereinafter referred to as the “Rules”) are established by the Office of Library and Information Service, I-Shou University (hereinafter referred to as the “OLIS”) with the aim of offering faculty and students a good learning environment, maintaining the operation of its computer labs, and effectively managing the facilities and equipment inside the labs.
- II. The labs are established to offer faculty and students an environment to learn and to conduct teaching. No playing computer games, speaking in a loud voice or making noises, whether in or outside the labs, is allowed. To keep the learning environment clean and the normal operation of lab facilities and equipment, no food or drink is allowed inside.
- III. Ongoing equipment and software maintenance is carried out by the OLIS every week. The OLIS also assigns work-study students to maintain the normal operation of the labs during opening hours, and users may ask the student-on-duty for assistance in case of any questions about the use of the facilities and equipment in the labs.
- IV. Users shall replace the computer mouse, keyboard and chair as well as clean up the desk after use. The class using the lab shall assign a student(s) to clean the whiteboard and replace chairs after each class session.
- V. Users shall use all the facilities and equipment in the labs with care. Any improper use which may cause damage, sabotage or theft is strictly forbidden.
- VI. To be fair to all faculty members and classes and to make efficient use of the labs, the following are rules to be abided by:
 1. Please cancel the reservation if the lab you have booked is no longer needed. The OLIS reserves the right to suspend a borrower from booking for a period of one month if he/she has not used the lab as scheduled twice in a row without a legitimate excuse.
 2. Borrowers must not exchange their reservation with another person or transfer it to another person. Violators will be disqualified from the current reservation.
 3. The faculty and students may use the labs freely when they are open and not being used for classes. Please check the class schedule posted in the labs for availability.
- VII. Only campus licensed software is allowed to be installed on computers in the labs; the installation of software without licensing or in trial version is not allowed. If any instructor

wants to install legal software on computers in any of the labs, he/she shall deliver the software and a completed Application Form for Information Application Section Services to the Information Application Section at least ten working days before classes begin, and the OLIS will complete the deployment of the required software before classes begin. For applications made after classes begin, the OLIS will conduct a comprehensive evaluation of the intended deployment. Once approved, the deployment may take ten working days to avoid any influence on pre-scheduled classes in the lab.

VIII. The use of lab resources shall comply with the Taiwan Academic Network Management and Norms and the Ministry of Education Regulations for the Access to the Campus Network.

IX. Declaration on Intellectual Property Rights:

1. Users shall not install or copy any illegal software, and they shall abide by laws and regulations related to intellectual property rights. Violators shall be held legally responsible.
2. The software installed on computers shall be used only in the labs. Users are not allowed to copy the software from the computer or take the software out of the lab.

X. The Rules become effective on the third day of promulgation after being adopted by the Office Affairs Council of the Office of Library and Information Services and ratified by the President.

Note: In the event of any dispute or misunderstanding as to the interpretation of the language or terms of the Rules, the Chinese language version shall prevail.