

義守大學電腦教室管理使用規定

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

101 年 12 月 21 日校長核備公告全文

Ratified and promulgated by the President on December 21, 2012

104 年 10 月 13 日校長准予核備公告修正第 1、3、6~8、10 點規定

Amendments to Provisions 1, 3, 6~8 and 10 ratified and promulgated

by the President on October 13, 2015

- 一、 義守大學圖書與資訊處(以下簡稱本處)為提供師生良好的學習環境，維護本處管理督導之電腦教室(以下簡稱電腦教室)安全與有效管理設備，特訂定「義守大學電腦教室管理使用規定」(以下簡稱本規定)。
 - 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.
- 二、 電腦教室為全校師生上課學習的場所，禁止玩遊戲或在教室內外喧嘩、嬉戲影響他人學習；為維持教室內整潔，禁止將食物、飲料攜入教室中，避免造成環境髒亂及設備故障。
 - 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.
- 三、 本處每週不定期維護電腦教室軟硬體設備，每學期依據開放時間安排工讀生協助電腦教室維運，如有任何相關問題，使用者得請值班工讀生協助處理。
 - 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.

- 四、使用者使用電腦完畢後，應將桌面、座位附近收拾乾淨，滑鼠、鍵盤、座椅歸定位，上課班級應排定值日生，於下課時將白板擦拭乾淨，座椅排放整齊。
- 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.
- 五、電腦教室所有設備均應愛惜使用，嚴禁惡意破壞、偷竊或不當使用造成設備故障損壞。
- 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.
- 六、為顧及全校教師和課程使用的公平性以及有效利用資源，電腦教室使用注意事項如下：
 - (一)若原預約時段已無使用需求，請取消預約登記。若原預約時段連續二週未使用且無正當理由者，本處得停止使用人預約權一個月。
 - (二)原預約時段不得擅自與他人交換或轉讓他人，違者，本處得取消當次預約權利。
 - (三)除了預約上課時段外，其餘課餘時段可供全校師生自由上機使用，每間電腦教室均有張貼課表提供參考。
- 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.

七、電腦教室以安裝全校授權軟體為主，無授權、試用版軟體一律不予安裝，如需本處協助部署合法教學軟體，須於開學前十個工作日前提出需求，軟體連同服務申請表一併送交本處資訊應用組處理，本處將於開學前完成確認部署作業。開學後提出軟體需求者，本處將進行相關評估作業，評估核准後，為避免影響該教室課程進行，部署作業預計需十個工作天。

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.

八、電腦教室使用，應嚴格遵守「臺灣學術網路管理規範」及「教育部校園網路使用規範」相關法令規定。

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.

九、智慧財產權宣告：

- (一) 使用者不得擅自載入或拷貝非法軟體，並應遵守智慧財產權之相關法令規定，違者，使用者須自負法律責任。
- (二) 電腦硬碟中之軟體僅限於電腦教室中使用，嚴禁拷貝及攜出教室外。

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.

十、本規定經本處處務會議審議通過，陳請校長核備後自公告日實施。

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.