



Computer Laboratory Rules in CUHK-Shenzhen

1. Rights and Responsibilities of ITSO Staff

1.1. The laboratory is administered by the Information Technology Services Office (ITSO) of The Chinese University of Hong Kong, Shenzhen and is open for CUHK-Shenzhen staff & students ONLY. Except those authorized by ITSO, no other persons are allowed to enter the laboratory.

1.2. ITSO staff will perform random checking on the identity of users. They have the right to request users to present their CUHK-Shenzhen staff or student identity cards. Anyone who fails or refuses to provide proof for his or her identity will be requested to leave the laboratory immediately. Those who refuse to leave will be handled by the Security Unit of the University or the Police.

1.3. All the laboratories can be reserved for instructional purposes. Corresponding booking schedule can be found on-line on the Registry Services Office webpage.

2. Use of Facilities

2.1. Users must carry their CUHK-Shenzhen staff or student identity cards and present them to ITSO staff when requested.

2.2. Users should not copy any copyrighted software/product that is protected by Intellectual Property Right Laws of the People's Republic of China.

2.3. Users should not install any software in the workstation without ITSO authorization.

2.4. Users are not allowed to dismantle any facilities installed in the laboratories without ITSO authorization, such as mouse, keyboard, etc.

2.5. Users should not leave computers idle. ITSO has the right to reassign any unattended computers that are left idle for more than 15 minutes to other users. ITSO is not responsible for any data loss caused by the reassignment.

2.6. Users are responsible for the care and use of the facilities installed in the laboratory. Users may be liable to bear the cost of repairing any damage to the facilities caused by negligence or failure to adhere to the proper operating procedures.



3. Rights and Responsibilities of Users

- 3.1. Users are not allowed to bring food or beverages into the laboratory. Eating and drinking are NOT allowed. Smoking is prohibited.
- 3.2. Users should not use computers to create noises or music that may disturb other users in the laboratory.
- 3.3. Users should not move any facilities or furniture housed in the laboratory without ITSO authorization.
- 3.4. Users should work quietly. Yelling, shouting, group discussions and social gatherings are not allowed in the laboratory. Group discussions should be held in Discussion Rooms or other assigned areas.
- 3.5. Users should turn off the computers and clean up their working area when leaving.
- 3.6. Users should take care of their belongings. ITSO has the right to remove any unattended personal belongings that are found in the laboratory. ITSO will not be responsible for any loss or damage to any personal belongings in the laboratory.
- 3.7. Users can bring bags and briefcases that do not cause obstruction to others into the laboratory whereas umbrellas should be deposited at the entrance.
- 3.8. Users should not play computer games (or do any other activities unrelated to studies) in the laboratory.
- 3.9. Users should not post in the laboratory without ITSO authorization.

Violation of the above rules may jeopardize the user's rights to use ITSO facilities. For first offense, the offender's CUHK (SZ) account will be suspended for ONE DAY. Serious or repeated offenses will result in total loss of right to usage of ITSO facilities. The case may also be referred to the Dean of the student's college, the School or Graduate School, or the appropriate University authority as the case may be for further action.

Should there be any inconsistency between the English and Chinese version of this "Conditions of Use", the Chinese version shall prevail.

Information Technology Services Office

July 4, 2018