



ASIA PACIFIC INSTITUTE OF INFORMATION TECHNOLOGY

RULES AND REGULATIONS FOR COMPUTER LABORATORIES

1. ACCESS TO COMPUTER LABORATORY

- 1.1 Students are given unlimited access to the computers laboratories during the operational hours, for their academic purpose.
- 1.2 The computers are available on a first come first serve basis for students.
- 1.3 Final year students are provided with dedicated computer laboratory facilities to carry out their research project.

2 LABORATORY EQUIPMENT

- 2.1 Students are not allowed to move, disassemble, and assemble laboratory equipment.
- 2.2 Students bringing their own computers must use them at allocated space in the computer laboratories and the lab setup cannot be changed for the personnel use.
- 2.3 If there is a failure in laboratory computers, you should inform staff at the ICT department about it.
- 2.4 Do not change the settings of computers, terminals, and printers.

3 DISCIPLINE

- 3.1 No food or drink is allowed in the computer laboratories.

- 3.2 Use the waste paper container to throw away any used printout, waste paper, etc.
- 3.3 Do not leave your printout at the printer.
- 3.4 Do not play computer games in the computer laboratories.
- 3.5 Group discussions are not allowed in the laboratories and each one should work independently without causing any disturbances to other students using these facilities.

4 SOFTWARE

- 4.1 Students are allowed to copy software stored in the software server which are licensed for students and these software tools cannot be shared outside of APIIT.
- 4.2 Students who have the need to install specific software for their project work should make a request to the staff at the ICT department.