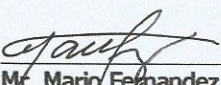


Policy No:	ADM-POL-ITC-0009
Policy Title:	Computer Laboratory Policies
Implementation Procedure:	ADM-PROC-ITC-0008 Use of Computer Laboratory
Date of Issuance:	S.Y.2010-2011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	
"Supersedes" Notification:	
Purpose of Policy:	This policy aims to regulate the use and coverage of all Wireless Internet Services provided by the Colegio.
Detailed Policy Statement:	<ul style="list-style-type: none"> <li>• Only registered students and faculty members may use the computer laboratories.</li> <li>• Students are not allowed to use computer laboratories without the supervision of a faculty member.</li> <li>• Faculty members handling non-computer subjects can utilize the computer laboratory upon advance requisition.</li> <li>• The ITC prioritizes the accommodation of computer classes. Hence, the approval of any request for any computer laboratory utilization will be dependent on the availability of any computer laboratory.</li> <li>• Only approved request for use of computer laboratory will be accommodated.</li> <li>• In case of deliberate damage to equipment or installed software, the user shall be held liable for the cost and shall be subject to disciplinary action.</li> <li>• Users found to be inducing invasive software such as computer viruses, network sniffers and the like shall be subject to disciplinary action and will be held liable for the damage resulted therein.</li> <li>• Multi-user or role-playing games are strictly prohibited. Any student caught violating such policy shall be subject to disciplinary action.</li> <li>• Unauthorized movement and disconnection of any hardware in any computer laboratory to another room are strictly prohibited.</li> <li>• Computers and other equipment should be shut down when not in use.</li> <li>• Saving data files on computer hard drives without permission is strictly prohibited.</li> <li>• Unauthorized installation of any software is strictly prohibited.</li> <li>• In the event of computer malfunctions or virus infections, the Computer Technician should be immediately notified. Transfer or Use of another computer will be granted only upon permission by the technician.</li> <li>• Bringing and eating of food and drinks inside the Computer Laboratory are strictly prohibited.</li> </ul>
Applicability:	Students and Employees
Policy Approval Authority:	ITC Director
Related Policies or References	
Definition:	
Approved by:	 Mr. Mario Fernandez
Date of Approval:	3/24/2012

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