Computer Laboratories Rules and Regulations

The purpose of these rules is to ensure the laboratory facilities are used appropriately and in the fairest ways for all MAHSA students. You are not permitted to use the facilities for activities that may breach prevalent laws, i.e. Communications and Multimedia Act 1998, Computer Crimes Act 1997, Copyright Act (Amendment)1997, Digital Signature Act 1997 or any MAHSA Universities Regulations.

The laboratory and its facilities can only be used for learning and research purposes. Unauthorised access to this laboratory is not permitted and students may be requested to present their ID card.

*STUDENTS ARE **NOT** PERMITTED TO:*

1. Play computer games or use peer-to-peer software.
2. Access or download unauthorised audio or video files (eg. MP3, MPG or AVI).
3. Access offensive and obscene material.
4. Access accounts, files or data other than their own, without authorisation.
5. Remove or damage equipment of facilities or cause any sort of disruption to other users.
6. Eat or drink in this laboratory.

Please keep the Computer Laboratory clean and tidy and observe the rules and regulations strictly.

Student desktop environment

Desktops will not retain any information after it has finished its session. These desktop computers will not save your work if it restarts or logs off. Please save your work regularly on the cloud storage.

Good I.T. practices

1. Use less paper, print only when necessary
2. Use more online collaborative documents (Google docs, sheets & presentation)
3. Save your document regularly in the cloud storage
4. Keep your password to yourself
5. Log off your computer when it is not in use
6. Keep your personal devices clean, scan removable media regularly
7. Do not leave personal devices (laptops, mobile devices) unattended anywhere especially in the labs
8. Only open email attachments from known and trusted sources
9. Practice safe browsing habits, stay away from malicious and untrusted website