

CST Free Computer Lab Policy

For the Free Computer Laboratory users:

1. Before using the Free Computer Laboratory please do the following:
 - a. Make sure it is during your break time.
 - b. Make sure there is no on-going class in the room.
 - c. Your subject teacher should supervise your access, otherwise request any teachers in the CST Faculty room and he/she agreed to monitor/supervise your use.
 - d. Make sure you record your time-in and time-out and please **leave your ID to the supervising teacher**. The ID will be returned when you time-out.
2. If you are using a secondary storage (disk, USB flash drive, etc.), make sure you will use the Anti-Virus scanner installed in the computer. Discontinue/Log-out immediately if virus/es found in your secondary storage is/are not quarantined or cleaned.
3. If your surfing the Internet make sure you do not go to any illegal sites.
4. Please be considerate to the next user.
 - a. Do not change any configuration of the computer.
 - b. Log-out from the computer and arranged/clean your work area.
 - c. Do not overstay, give others the chance to use the free computer laboratory.
5. Offenders or non-compliance to this policy will be black listed for the rest of the S.Y.

For the Supervising/Monitoring Teachers:

1. Keep log of student use and collect/return IDs of users.
2. Check students' disks, flash drive, etc. before letting them use the computers.
3. If leaving, please pass on monitoring/supervising responsibility, otherwise ask the students to leave the free computer laboratory.
4. Last teacher in the faculty room should shutdown all computers in the free laboratory.
5. Always keep the door lock of the free laboratory when not in used.

This is an added service by the CST Unit to the students. Please take care of the facilities. Otherwise, the unit will be forced to remove these facilities if it becomes too troublesome to maintain. Please be a responsible user.