# Computer Lab Rules and Regulations

* CC-209 and CC-210 are only open for the use of MAD Students and Faculties. Others must receive permission from contact person. Student ID cards may be checked at any time. Please have your card available.
* Adhere to the timetable of lab. Arrange your schedules reasonably.
* Respect others and follow the arrangement from teaching staffs and student helpers.
* Sign-in and out on the sign-in sheet. Sit at your designated computer.
* **Do not eat anything in the lab and only bottles with caps are allowed to bring.** Always screw the caps tightly and put your liquid or drinks on the ground. **Eating or leaving rubbish on tables in computer labs will cause warning and a fine.** (1. Once – warning letter; 2. Twice – 200 yuan; 3. Third – 500 yuan and face-to-face questioning by PD.)
* Do not use or play with the instructor’s computer. Use the lab to work but not play games or watch movies.
* Wear earphones when playing sound aloud.
* Installing software/applications/programs is prohibited.
* No vandalism. The student will be responsible for payment of any damages.
* Log out and shut down the computer before leaving.
* Keep the lab clean and tidy.
* Report defective desktops, tools, and equipment.
* Save all work in external storage device, we will not take responsibility to store your projects or any materials.

​​CONTACT PERSON

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