

AMERICAN EDUCATION CENTRE LIMITED

Notice for Users of the Computer Laboratory

- ~ Computer Laboratories are reserved for practical classes & study related work only.
- ~ The open time of the lab will depend on the semester timetables and will be notified on the General Notice Boards.
- ~ All users are required to sign the log sheet before and after using a workstation.
- ~ Complete silence must be maintained in the Computer Laboratory at all times.
- ~ Mobile phones should be switched off in the lab at all times.
- ~ No food items & beverages should be consumed in the lab.
- ~ Playing of computer games, installation of any software, changing of set up configurations or inclusion of any passwords are completely prohibited.
- ~ All waste papers and litter must be disposed of thoughtfully.
- ~ All external floppy disks, flash disks (pen drives) must be scanned thoroughly for viruses before use.
- ~ The conduct of users of the laboratory must not violate general standards of an educational establishment.
- ~ A person who violates any of the above conditions will be responsible for any damage caused to the computer system or to other components, and will be liable for payment of damages.

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Manager IT