



# **RULES FOR USE OF THE COMPUTER LAB, MOBILE CARTS, INSTITUTIONAL HARDWARE AND SOFTWARE**



## COLEGIO AMERICANO DE SAN CARLOS

### RULES FOR USING COMPUTER LAB, MOBILE CARTS, INSTITUTIONAL HARDWARE AND SOFTWARE

**Article 1<sup>st</sup>.** This regulation aims primarily to regulate the use and proper functioning of the equipment for optimal use and conservation of resources and facilities.

**Article 2<sup>nd</sup>.** All users and laboratory managers should undertake to respect this regulation and make it be respected.

**Article 3<sup>rd</sup>.** The use of technological equipment within hours of classes is exclusively for the activity and subject of that program of study.

**Article 4<sup>th</sup>.** Improper use of the equipment or use in activities that are not covered in the planning of the teacher, is considered as an offense and shall be forwarded to the Commission of Honor and Justice.

**Article 5<sup>th</sup>.** The computer equipment will always be delivered with an acknowledgement receipt to the teacher at designated time or schedule.

**Article 6<sup>th</sup>.** The teacher will sign a logbook accepting the physical integrity of the equipment.

**Article 7<sup>th</sup>.** The teacher shares with the student the responsibility to deliver the equipment in the same condition they received it, in case of failure or malfunction they must do a report and make a short description of what happened, the responsibility of replacing and/or the cost of fixing the equipment will be the responsibility of the teacher unless he notifies the incident.

**Article 8<sup>th</sup>.** The teacher always assign the same tcomputer equipment to his students making it to correspond with the list with the numberof the student, so that students always use the same computer.

**Article 9<sup>th</sup>.** In case of teamwork they all will be taken as responsible for the assigned equipment.

**Article 10<sup>th</sup>.** In case of damage to physical and/or operational integrity of the equipment the student must report immediately to the teacher and the penalty will be solely and exclusively the replacement of equipment as long as the teacher does not refer that the student had repeatedly violated the rules security, to avoid damage.

- I. Failure to report physical and/or operational equipment failure, the student will be also sent to the Commission of Honor and Justice.

**Article 11<sup>th</sup>.** Any breakdown or damage caused by negligence or carelessness, as well as breach of any of the points of this regulation will be subject to a sanction.

- I. Access will be suspended for the student, until the repair of damage to equipment or furniture affected, regardless of academic involvement in connectionacademic consequences therein.



**Article 12<sup>th</sup>.** The user can not make changes to computer settings without permission of the teacher on duty or manager of the data center.

- I. To do modifications shall be sanctioned with a suspension on the use of the equipment for a month, with the academic impact that this entails.
- II. In case of a second offense will be submitted to the Commission of Honor and Justice.

**Article 13<sup>th</sup>.** It is absolutely forbidden:

- I. Stand up during practice.
- II. Horseplay with peers within the laboratory or the classroom when using the equipment.
- III. Introduce and/or take food or drink in the laboratory or classroom or center this information when using the computer.
- IV. Change the computer equipment with a peer or team mate.
- V. Using computer tools not justified in practice. Take out the computer from the place of practice if the teacher does not allow it.
- VI. Trying to manipulate the codes of inventory or identification labels affixed to the computer equipment of the College.
- VII. Installing unauthorized software by the school.
- VIII. Attempting to violate the integrity of other users on the internal network through hacking.

**Article 14<sup>th</sup> The teacher or student** shall be sanctioned with suspension for a day if:

- I. He is surprised using computer equipment to access personal social networks within the classwork schedule.
- II. Uses the computer equipment to record or photograph school classmates or colleagues.

**Article 15<sup>th</sup>.** It is prohibited to personnel having responsibility for computer equipment, lend it to people outside the institution, as he will be directly responsible for the misuse of such equipment or information that is stolen from it.

## **TRANSITIONAL ARTICLES**

**FIRST.-** all previous provisions on the same subject had ruled to school and others who oppose this law are repealed.

**SECOND.-** Any situation not covered by this Regulation, and as is done at the same addition, corresponding reform or suspension shall be resolved by the Academic Council and/or the Commission of Honor and Justice.

**THIRD.-** The Administrative Director and Coordination Systems have the right to make exceptions because qualified circumstances of this Regulation, after discussion and approval thereof are reserved.

**FOURTH.-** The Coordination Systems reserves the right to delete, amend and add all or part of this Regulation.

**FIFTH.-** This Regulation shall enter into force on the first day 1. March 2014.