

## **BNCA COMPUTER LAB INSTRUCTIONS**

Computer labs are shared spaces that require users to follow specific guidelines. These rules ensure a productive and respectful environment for everyone. Here are some common computer lab rules for students and teachers:

### **General Conduct**

- Maintain silence in the lab.
- Be punctual and maintain strict discipline.
- Treat classmates, teachers, and equipment with respect.
- Do not talk while the teacher is talking.

### **Entering and Exiting the Lab**

- Students must compulsorily wear a College ID card while in the Computer Lab.
- Log onto any available computer.
- Before leaving the Lab, users must close all programs.
- Log off and shut-down the PC when you leave.
- Make sure all AC, lights and fans are switched off after the class.

### **Computer Usage**

- Use only assigned computers and workstations.
- Do not move or shift the CPU from its position.
- Do not play with computer peripherals and wires.
- Do not scribble on the machine casing, wires, and tables.
- Do not bang on keys of the keyboard; press them softly.
- Use mouse pads.
- Students are permitted to use only installed licensed software.
- Do not change the settings on the computer.
- Students should log off before switching off the computers.
- Shut down the computer properly by using the shut-down option only. Do not switch off the system directly.

### **Internet and Storage**

- Internet is for educational purposes only under supervision.
- Do not go on unapproved sites.
- Refrain from visiting social networking sites.
- No playing online games.
- Personal files are not to be stored on the local drive.
- Do not store personal data or software on the PC.

- Do not download any pirated software, movies, or games.
- Students should take the backup of their data regularly.
- Bring your own flash drive for your work, wherever allowed.

### Restrictions

- The use of cell phones is prohibited in the computer lab.
- No food or drink is allowed in the lab.
- Eatables are strictly prohibited inside the Lab.
- Do not leave personal belongings inside the computer Lab. The College is not responsible for items left behind.

### Reporting Issues

- In case of any system issues, please bring the same to the notice of Lab in-charge immediately.
- Report problems with the computer to the person in charge.

### Additional Points

- Double the cost of the loss will be charged from the student/user in case of theft / destruction of the computers or peripherals.
- Students found mishandling the computer systems or peripherals would be penalized with a monetary fine.
- Do not use any electrical and or electronic devices without the permission of the lab in charge.
- Keep the lab clean and organized. Maintain a clutter-free workspace to prevent accidents.
- Place bags at designated areas and avoid bringing food or drinks into the lab to prevent spills and distractions.
- Do not open computer cases or monitors while powered on, as internal components can retain high voltages that are dangerous.
- Always shut down computers properly after use. Avoid turning off the power directly.
- Be cautious of electrical wires and cables to prevent tripping hazards. Ensure cables are secured and not left in walkways.
- Never spill liquids near computers, as this can cause short circuits and damage equipment. Keep drinks away from workstations.

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