



HKBU User Computing Centre Rules and Regulations

When using the IT resources provided by the University, all users are bound by the General User Policies and Regulations described below.

Usage

- ITO computing facilities are provided for use by current students and staff of the University only.
- Users may use them for course related research and study purposes.
- They are not to be used for recreational and profit making purposes.

Obligations and Restrictions

- No noise, computer games, video streaming, mobile phones, food and drinks are allowed.
- Users will be required to show the current University ID Card upon request by University staff member or student helper on-duty in the room.
- Users shall be responsible for the replacement at cost for any loss or damage to the equipment due to improper operating procedures, or intended vandalism act.
- Abuse of printing facilities is prohibited. In case of wasteful use of resources, disciplinary action may be taken.
- Users are held responsible for any consequences arising from illegal uploading, downloading or copying of the copyright-protected material (such as music, videos and software).
- Waiting users have the right to use computers left unattended for more than 30 minutes. If the Centres are being fully utilized, email users and recreational web browsers may be asked to return at a quieter time. This allows others to complete assignments.
- No document editing would be allowed in the workstations that support self-service printing.
- Users are not allowed to give someone authorized access his/her account (giving away the password). The using of the account of any other individual user is also prohibited.
- **ATTEMPTS BY USERS TO VIOLATE THE INTEGRITY AND PRIVACY OF OTHER USERS ACCOUNTS, INCLUDING ITO SYSTEM ACCOUNTS, IS A MOST SERIOUS OFFENSE AND WILL RESULT IN THE SEVEREST POSSIBLE DISCIPLINARY MEASURES.**

Notes

- In case of serious offense and repeated cases of minor infractions against these regulations, it may be brought to the Senate for appropriate disciplinary action by the University.