Aspire, Acquire, Prosper

ZCAS Computer Lab General Rules

1. **Access & Authorization**

   o Only registered students, faculty, and authorised personnel may use the lab.

   o Users must log in using their assigned ZCAS Login credentials.

2. **Lab Hours & Usage**

   o The lab is open during designated hours only **(08:00 – 17:00).** *Due to computer-based examinations conducted on Mondays, Wednesdays, and Fridays, the labs are usually closed from 08:00 to 14:00 to facilitate the smooth running of exams. Please be sure to read the white notice board before entering the computer lab.*

3. **Food & Drinks**

   o No food or drinks are allowed near computers to prevent damage.

4. **Noise & Disturbances**

   o Maintain a **quiet environment**; silence mobile phones and avoid loud conversations.

   o Use headphones for audio to avoid disturbing others.

5. **Respect Lab Equipment**

   o Do not tamper with, modify, or unplug hardware.

   o Report any technical issues or malfunctions to the IT staff.

6. **No Unauthorized Software**

   o Do not install, modify, or delete any software without permission.

   o Use only pre-installed programs for coursework.

7. **Internet Usage**

   o Access only **educational and research-related websites**.

   o Avoid visiting inappropriate or restricted websites.

8. **Printing Guidelines**

   o Printing is not allowed for students. Plan to print outside ZCAS for any academic work.

9. **Save Work Properly**

   o Save files on **personal cloud storage or external drives** (institution computers may delete files after logging out).

   o Do not store personal data on lab computers.

10. **Log Out After Use**

    o Always log out of personal accounts before leaving.

11. **Furniture**

    o After using a workstation, kindly push your chair back into place to maintain an organized and safe environment for the next user.

11. **No Cybersecurity Violations**

    o Do not attempt hacking, phishing, or bypassing security settings.
    o Respect **ZCAS IT policies** regarding internet security and data privacy.

12. **No Unauthorized Sharing**

    o Do not share your ZCAS login credentials with others.

13. **No Gaming or Streaming**

    o Gaming and non-academic video streaming are prohibited.

14. **Adhere to Institution Policies**

    o Follow all institution IT and academic integrity policies.

15. **Respect Others**

    o Do not occupy a station longer than necessary if others are waiting.
    o Keep the lab clean and return chairs to their proper positions.

Refer to the Student Handbook for more details on Pages 23 – 26. You can find the Handbook on the ZCAS website.

If you breach these rules, the actions outlined in the Handbook will apply.