



# Computer Lab Etiquette



**Stop before you enter make sure that the door is closed and read the rules: Proceed cautiously step by step as follows:**

- 1. Take out your student card and scan on the grey scanner situated on the right hand side of your door entrance.**
- 2. Once the scanner turns green ,gently pull the door handle without touching the glass to leave your fingerprints on it.**
- 3. At the entrance there is a register with a pen for you to sign before using the lab. Always adhere to all the rules below.**

- Student cards must be displayed at all times so no student card no entry
- Internet to be used for official Nelson Mandela University academic purpose
- Leave computer workspace neat and clean
- No unauthorized person are allowed in the lab
- No eating and or drinking
- No sleeping
- No noise at all times this include earphone volume which audible to others
- No games , uploading of software or music allowed
- Do not litter in the lab
- Do not change PC settings
- Do not adjust the temperature setting on air conditioner
- Do not turn air conditioners off the PC Lab temperature must be low
- The door must remain closed at all times
- Do not view or store pornographic material on the shared PC
- Do not store screensavers containing nudity
- Do not bring chairs from else where to the lab /vice versa
- No computer equipment to be moved or removed from the lab

**NB: Entrance to this Computer Lab is only granted to students residing within the SSV complex residences. Your entrance compels you to abide by the above listed rules and failure to do so will prevent future permission to use these facilities.**