Tzu Chi University of Science and Technology Computer Classroom Management and Borrowing Method

I. To specify computer classroom usage, and promote the effective use and proper maintenance of computer classrooms, specially set up this method.
II. All staff and student of the school can register for various equipment in the computer classroom for information related teaching, research needs.
III. Computer classroom provides the following uses on priority basis:
    A. Support for staff/student who paid computer fee for information related internship and application courses. (FOC)
    B. One who do not pay computer fees, usage shall not more than the number of hours in the week of the course, not more than five times per semester. If the above requirements are exceeded, the course should be paid for the computer fee.
    C. Large-scale seminars or academic events hosted by school units. (FOC)
    D. Activities related to academic seminars organized by student associations in the school, or joint promotion education courses. (FOC)
    E. Off campus academic groups handle academic seminars with the consent of the school. (FOC)
    F. Public and private institutions, organizations and associations outside the school, engaged in the promotion of information education, approved by the school. (FOC)
    G. One who paid the computer fee, and needed to train after class,which will not affect the normal class arrangement, then the application need to be submitted by the instructor.
IV. The opening time is determined by the affiliation unit.
V. Charging standard as follow:

	General group	P&M disorder group
Computer management fee	20/unit/hour	10/unit/hour
Site management fee	3000	FOC
Cleaning fee	2000	2000
Deposit	10000	10000

Remarks:
1. Charges are calculated in hours; less than one hour will be calculated as one hour.
2. Whiteboard, microphone and screen is provided without any charges.
3. Projector will be charge 1000/day/time.
4. When the holiday venue is used, the staff member's overtime pay must be paid separately by the user.
5. Site management fees, cleaning fees, and deposits are calculated based on the number of borrowings but cleaning fees are charged separately.
6. Activity plan and schedule are required when applying.
7. Activity hold by school faculty/unit, fee will be calculated after the approval.

VI. Usage specification
   A. The software required for the course, required to apply two weeks before the course or event to facilitate the installation from the computer center.
   B. All staff and students of the school required to use the faculty ID and student ID to enter the classroom to use computer equipment during the opening hours.
   C. Users are not allowed to load or copy illegal software without authorization, and should comply with the relevant laws and regulations of intellectual property rights. If there is any violation, the user must bear the legal responsibility.
   D. The use of academic networks should comply with the Taiwan Academic Network Usage Specification and the Taiwan Academic Network BBS Station Management Use Convention.
   E. The classroom is equipped with relevant manuals and explanatory documents for users to refer to in the classroom. Do not scribble or bring out from the classroom.
   F. Users may not disassemble or move various soft and hardware devices without the consent of their faculty.
   G. Smoking and loud noise are strictly prohibited in all classrooms, and keep the classroom clean and tidy.
   H. If there are violations of the 2nd and 7th of previous article, the computer center has the right to stop according to the circumstances. If the equipment is damaged, the user take the responsible action.
   I. Bring food and beverages (including boiling water) into the classroom and verified that they are true, will be warned one time.
   J. The personal data in the temporary storage area of the disk should be deleted after use, and the school is not responsible for the safekeeping.
   K. If there is any questions, feel free to notify the computer classroom staff.
VII. Borrowing procedure
   A. Reservations for the computer classrooms must be borrowed from the school information system three days before use.
   B. One who need to pay for the computer classroom should pay at the accounting office before use.
   C. When the borrowing unit waives the borrowing, it should cancel the reservation in the school information system. If the contract is breached three times per semester, the non-learning activities may not be borrowed in the next semester.
VIII. In order to strengthen the implementation of campus network information security and intellectual property rights, the computer classroom staff of each unit must update the operating system patch, anti-virus software and virus code and check whether the installation software is legal at least once a month. And will record the update date and project for future reference.
IX. Principal will be invited after the approval to announce the implementation time of this approach via executive meeting.