

# **Chung Yuan University Computing Center Computer Classroom Usage Management Regulations**

Amended at the Computer Resource Committee on September 27, 2017

## Article 1.

In order to effectively utilize the computer teaching resources of the Chung Yuan University Computing Center (hereinafter referred to as "the Center") and promote computer and network teaching courses, as well as support the promotion of administrative computerization, these management regulations are hereby established.

## Article 2.

The computer classrooms of the Center are equipped with multimedia personal computers, printers, broadcast teaching systems, and network connections, providing borrowing applications for teaching, research, services, and various activities.

## Article 3.

Applications for borrowing computer classrooms should be submitted 3 to 30 working days in advance. In case of violations of government laws or school regulations, the Center reserves the right to immediately cease their usage.

## Article 4.

The priority order for the use of computer classrooms for instructional scheduling at the Center must comply with the regulations in the "Computing Center Computer Classroom Application and Scheduling Instructions." Classrooms will be arranged based on operational priorities. Temporary borrowing will be arranged based on factors such as the nature of the activity, number of users, and utilization efficiency. However, the Center reserves the right to adjust the borrowed computer classrooms and may notify borrowers of cancellations at least 7 days in advance in case of special circumstances. The priority order for handling special circumstances is as follows:

1. Courses offered by academic units of the university
2. Courses offered by the Continuing Education Center of the university
3. Computer-related seminars or workshops organized by administrative units of the university
4. Computer-related seminars or workshops organized by academic units of the university
5. Training courses and seminars organized by student clubs of the university

## Article 5.

The computer classrooms of the Center may only install software that has obtained legal authorization. If unauthorized software is installed during teaching or usage, the responsible party must bear the relevant responsibilities. Requests for instructional software or system environment

requirements should be submitted during the previous semester's scheduling application, in accordance with the authorized software scope approved for the academic year by the entire university. Temporary borrowers must submit their requirements one month in advance and provide relevant software authorization certificates.

#### Article 6.

Using units should take care of the borrowed equipment and must not remove them from the premises. After use, they are responsible for restoring the venue to its original condition. If there is insufficient equipment or consumables, operational difficulties, or machine malfunctions, the responsible personnel of the Center can be notified for assistance. Improper use resulting in equipment damage or loss will require the borrowing unit to compensate accordingly.

#### Article 7.

If there are fees for borrowing computer classrooms, they will be handled in accordance with the "Chung Yuan University Regulations on Borrowing Various Facilities" and the "Chung Yuan University Fee Standards for Facility Borrowing" tables.

#### Article 8.

Maintenance time for computer classrooms is reserved for 4 hours per room per week, with temporary closures during winter and summer vacations and examination periods (midterm and final exam weeks). Those who wish to borrow during examination periods or vacations should submit a separate application.

#### Article 9.

For matters not covered in the above articles or special circumstances, please submit an application through the "Computing Center Work Processing Request System" for review by the Center.

#### Article 10.

These regulations have been approved by the Computer Resources Committee and will be announced upon the approval of the university president. Amendments will follow the same procedure.