

The Utilization and Management Regulations for OIT Computer Classrooms of Chung Yuan Christian University

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Revised via the official letter Yuan Yen Zih No. 1120002325 ; in accordance with July 4, 2023

- Article 1** In order to effectively utilize computer teaching resources, promote computer and network courses guiding and support for giving impetus to computerize the administration computer from the Office of Information and Technology (“the OIT”), the regulations are formulated.
- Article 2** The computer classrooms from the OIT are equipped with multimedia personal computers, printers, broadcast teaching systems, network connections and others contraptions etc., which offer to teaching, research, services, and are also available for various activities applications.
- Article 3** For those who want to borrow computer classrooms should give an application in advance from 3 to 30 working days. If those who violate government laws or campus regulations, the OIT reserve the rights to suspend the utilization of computer classrooms immediately.
- Article 4** The priority for scheduling the utilization of computer classrooms must follow "The Instructions of Application and Scheduling from OIT Computer Classroom." Temporary utilization will be arranged which based on the activity attributes, the number of participants and the utilization efficiency. The OIT reserve the rights to adjust the computer classrooms which were borrowed. If under special circumstances, The OIT will notify the borrowers 7 days in advance. The priority protocol for handling special circumstances is as follows:
1. The courses undertaken by CYCU
 2. The courses undertaken by OCE
 3. The studying courses and seminars hold by administrative units of CYCU
 4. The studying courses and seminars hold by academic units of CYCU
 5. The training courses and seminars hold by student clubs of CYCU
- Article 5** The computer classrooms from the OIT can only install legal software which are authorized. If others software is installed during courses or other utilizations, for those who is at his/her own risk, also relevant responsibilities. The software or system requirements for courses should all be submitted with the scheduling application at the previous semester. Temporary borrowers must submit their requirements one month in advance.
- Article 6** For those who has borrowed computer classrooms should make good usage of the equipment and should not carry anything out of the classrooms, also, those who should be responsible for restoring the classrooms. If there is any problem about lacking of expendable, operating questions, or equipment malfunction, those who borrowed should notify the affairs-related authority of the OIT for assistance. Improper usage that causes equipment damaged or lost, those who borrowed are liable and must act compensation.

- Article 7** For those who want to borrow the computer classrooms from the OIT, the expenses are according to “CYCU Regulations for Borrowing Various Facilities” and “Charges for Borrowing Venues of CYCU”
- Article 8** All the computer classrooms are reserved for 4 hours maintenance per week. During the mid-term, final exam, winter vacation, and summer vacation, all the classrooms are temporarily closed. Those who want to borrow the classrooms in these periods should submit extra applications.
- Article 9** With any matters which are not specified above shall be undertaken in accordance with the "The OIT Working Tickets Applying System", then review by the OIT.
- Article 10** The Regulations is passed by the Information Development Committee ; promulgated and implemented by the President, the amendment does as well.