

# National Taiwan University of Science & Technology (NTUST)

## Computer Center

### Computer Classroom Regulations

Approved at the 57th meeting of the computer committee Dec 26, 1996  
Amended at the 74th meeting of the computer committee Dec 4, 2003  
Amended at the 75th meeting of the computer committee April 28, 2005  
Amended at the 79th meeting of the computer committee April 11, 2007  
Amended at the 88th meeting of the computer committee Dec 7, 2011  
Amended at the 89th meeting of the computer committee June 26, 2015  
Amended at the 110th meeting of the computer committee Nov 2, 2022  
Amended at the 111th meeting of the computer committee June 8, 2023

#### 一、 Purpose :

The purpose of establishing these regulations is to manage and maintain all the computer classrooms in the Computer Center (hereinafter called CC). There are currently four computer classrooms providing computer facilities and a teaching environment for the faculty, staff and students of NTUST.

#### 二、 Service target :

- (一)、 The faculty, staff and students of NTUST [hereinafter called user(s)].
- (二)、 Departments, student clubs or units outside of schools that have permission to open computer classes.
- (三)、 Approved outsiders (temporary card is required).

#### 三、 Service hours :

- (一)、 Academic days : Monday to Friday 08:30 to 21:30 ; Saturday and Sunday 10:00 to 18:00.
- (二)、 Summer/Winter Break : Monday to Friday 08:30 to 16:30 ; Saturday and Sunday 10:00 to 16:30.
- (三)、 Times may vary during national or consecutive holidays: Any change in the service hours will be announced on the notice board and the website of the CC.
- (四)、 The computer classroom will not be open one week before the start of school due to hardware and software maintenance.

#### 四、 Renting Regulations :

##### (一)、 Renting Priority :

1. Semester courses offered by our school's academic units.
2. Single-time courses, mid-term exams, and final exams offered by our school's academic units.
3. Computer-related courses offered by various units within our school.
4. Training courses and seminars organized by student clubs within our school.
5. Training activities and seminars organized by external units. In

case of the same priority order, priority will be given to those with earlier approval dates from this center.

(二) 、 Application Procedures :

1. For the rental of computer classrooms for the upcoming semester's courses, applications should be submitted starting from the date of the announcement of "Course Planning Matters" by the Academic Affairs Office (excluding mid-term exams and final exams). For other course-related rental purposes, please submit the application at least two weeks before the start of the semester.
2. To request the rental of a computer classroom, please visit the website of computer center and download the "Application Form for Renting Computer Classrooms for Internal Semester Courses" or the "Application Form for Renting Computer Classrooms for Internal (External) Unit Activities." Fill in the required information, obtain the approval of the unit supervisor, and submit the hard copy to this center for processing. In case multiple units apply for the same classroom during the same time slot, applications will be processed in the order of submission.
3. Computer software for semester courses must be installed before the start of the semester. If the requested software is not specified in the application form, the arrangement of the classroom or software installation will not be accepted. If there is a need for software installation, please submit the "Application Form for Computer Classroom Software Installation" and obtain the necessary approvals before the installation can be carried out.
4. For the rental of semester courses, please visit the website of this center to download and print the "Rental Application Form." After obtaining the approval of the unit supervisor, submit the form to this center for review.
5. After the approval of this center, it will be announced on the center's website. If payment is required, please proceed to computer center to obtain the payment form and make the payment at the Cashier's Office.
6. The software used in computer classrooms must be legitimately licensed. Please adhere to intellectual property rights and use authorized software. Trial versions of software should be installed by students themselves during class time. Please submit the application at least two weeks before the start of the semester and verify the installation results before the start of classes.
7. Incomplete or insufficiently filled application forms, or failure to provide software installation information, may result in the rejection of the application by this center.
8. For those applying to borrow computer classrooms for semester courses, please submit the application no later than two weeks

before the start of the semester. Clearly indicate the software name and version to be used (if no version is specified, it will be assumed that any version is acceptable). Failure to submit the application within the specified deadline or the omission of software details for the semester courses may result in the denial of classroom arrangements or software installation. The center will review the computer usage and course content to determine if it requires full-term access.

9. Only officially licensed and legally authorized software for academic use on campus will be installed in the computer classrooms. If there is a need for other free software, teachers should arrange for teaching assistants or classroom personnel to provide the software installation request at least two weeks before the start of the semester. The center will assess whether to approve the installation. Requests submitted after the specified deadline will not be accepted for installation.
  10. The number of software installations varies for each computer classroom. After classroom assignments have been made, it is the responsibility of the teaching faculty to arrange for teaching assistants or classroom personnel to ensure that the classroom software and hardware environments meet the instructional requirements. If there are any issues, please communicate with the assigned personnel at the center before the start of the semester to make appropriate arrangements.
  11. During the use of computer classrooms, products that may pose a threat to national cybersecurity (such as software, hardware, or services from mainland China brands) are strictly prohibited. If any device is found to have been compromised or invaded, please immediately power off the device and notify the administrators for further action.
  12. For users who do not require the computer classroom for the entire semester and cannot specify the weeks of usage, please submit an application to the center two weeks prior to the intended use. The application form can be downloaded from the "Download" section on the center's homepage.
- (三)、After approval of the application, if there is a need to cancel the usage, please inform the center immediately. The Computing Center reserves the ultimate authority over classroom borrowing.

#### 五、 User Term :

- (一)、 During the use of computer classrooms, it is prohibited to use products (such as software, hardware, and services) that pose a threat to national cybersecurity, including those from mainland Chinese manufacturers. If any device is found to be compromised or hacked, please immediately turn off the power of that device and inform the management personnel for further actions.
- (二)、 In order to improve the quality of service in the computer classrooms,

extend the lifespan of the equipment, and reduce overall maintenance costs, users are required to adhere to the following guidelines :

1. The broadcasting equipment and personal computers are intended for instructional purposes. It is strictly prohibited to independently connect or transfer monitor cables and network cables to personal computer devices, as this may disrupt normal usage.
  2. After using the equipment, please ensure to turn off the power and push your chairs in before leaving the computer classroom.
  3. Maintain order in the computer classroom by refraining from making loud noises or causing disturbances.
  4. Maintain cleanliness in the computer classroom and strictly prohibit bringing in food, beverages, umbrellas, or any other items that may cause a mess or damage the equipment.
  5. Adhere to the laws and regulations regarding intellectual property rights to avoid any activities that infringe upon such rights.
  6. Avoid browsing inappropriate websites that may lead to cybersecurity incidents.
  7. Refrain from engaging in behaviors that are unrelated to the purpose of the computer classroom, including:
    - (1) 、 Playing computer games.
    - (2) 、 Sleeping.
    - (3) 、 Damaging or stealing equipment belonging to the center.
    - (4) 、 Occupying more than two computers at a time.
- (三) 、 In order to fully utilize the resources of the computer classrooms, if a teacher borrows the computer classroom for "semester courses" but fails to use it for more than 5 times (including 5 times) in a semester, their borrowing privileges for the next semester will be temporarily suspended. This policy aims to ensure that the computer classrooms are utilized effectively and to prevent unnecessary reservations that may prevent other users from accessing the facilities.

## 六、 Important Notices :

- (一) 、 Please take care of the equipment in the computer classrooms. Users are responsible for compensating for any damages caused due to their personal negligence or misuse.
- (二) 、 If you have any doubts or encounter equipment malfunctions during the use of the computer classrooms, please immediately notify the on-duty personnel for assistance.
- (三) 、 During the use of the computer classrooms, please take personal responsibility for the security of your belongings.
- (四) 、 In the event that the computer classrooms cannot provide free access, the computer equipment in the teachers' lounge may be temporarily opened for academic use. Registration is done on-site, and the usage is based on time slots, with the principle of one person per

workstation.

(五)、 The computer storage space provided by the center is for temporary storage only. Please make sure to back up important data on your own.

七、 This regulation shall come into effect upon approval by the Computer Committee and shall also apply when amended.