i services

THE UNIVERSITY of NOTTINGHAM
NINGBO CHINA

Code of Conduct for users of IS facilities

Rules for use of UNNC Computing facilities:

✓ No eating or drinking is allowed in the Computer Rooms. Anyone found doing so will be asked to leave and / or be fined a maximum of 100RMB.

✓ Mobile phones must be set to silent or switched OFF. Anyone found to be using mobiles phones will be asked to leave and / or be fined a maximum of 100RMB.

✓ Reserving of PCs is strictly forbidden. When leaving a PC, you must take all of your belongings with you. Anyone found to be reserving a PC in this manner will have their belongings removed to the IT Office in Building 5 room 227

✓ All of the University PCs are provided for academic use only. Playing games or watching non-academic related films is not allowed. Downloading of films and music is also not allowed. Anyone found doing so will be asked to leave and / or be fined a maximum of 100RMB.

✓ Always logoff your account when you have finished your work. Failure to do so could result in someone using your print credit or accessing your files.

✓ Please be quiet when working in computer labs so as not to disturb other users. Excessively noisy users will be asked to leave and / or be fined a maximum of 100RMB.

✓ Using another users computer account (even with their knowledge) is strictly forbidden and anyone caught doing so will be fined a maximum of 100RMB, lose all computing rights, and be referred to the disciplinary committee. Similarly, use of tools and utilities to obtain another users details will incur the same penalties.

Rules for use of the Library:

✓ No eating or drinking is allowed in the Library. Anyone found doing so will be asked to leave and / or be fined a maximum of 100RMB.

✓ Mobile phones must be set to silent or switched OFF. Anyone found to be using mobiles phones will be asked to leave and / or be fined a maximum of 100RMB. Group Study areas and "Phone Zones" are areas where mobile phone use may be permitted, and will be clearly marked. Users are requested not to disturb others while using their phones.

✓ Please be quiet when working in the Library so as not to disturb other students. Excessively noisy users will be asked to leave and / or be fined a maximum of 100RMB.

✓ Silent Study areas must be observed. Users who fail to do so will be asked to leave and / or be fined a maximum of 100RMB.

✓ Do not mark, or otherwise damage resources in the Library (books, newspapers, journals etc). Anyone found doing so will be fined up to 100RMB and the cost of replacing the resource.