



## Computer Laboratory Conditions of Use

### 1. Rights and Responsibilities of Department of Psychology Staff

- The laboratory is administered by the Department of Psychology of the Chinese University of Hong Kong and is open for CUHK Psychology staff, Psychology major students and students studying the MA in Psychology ONLY. Except those authorized by the Department of Psychology, no other persons are allowed to enter the laboratory.
- Staff of the Department of Psychology will perform random checking on the identity of users. They have the right to check the users' identity. Anyone who fails or refuses to provide proof for his or her identity will be requested to leave the laboratory immediately. Those who refuse to leave will be handled by the Security Unit of the University or the Police.

### 2. Use of Computers (For undergraduate students only)

- Unless the Computer Laboratory is occupied for teaching purpose, undergraduate students could sign-up to use the computers within office hours (Monday to Friday, from 9:00a.m. to 5:00p.m., except Public Holidays). The laboratory will be shared with another user for research purpose in the same time.
- Undergraduate students have to make the reservation online (<http://book1.psy.cuhk.edu.hk/>) and use their CU Link cards for room key collection in General Office of the Department of Psychology.
- Users should **NOT** copy any copyrighted software/product that is protected by The Copyright Ordinance.
- Users should **NOT** install any software in the workstation without the authorization from the Department of Psychology.
- Users should **NOT** attach any hardware or device to the equipment provided without the authorization from the Department of Psychology.
- Users should **NOT** login more than one workstation concurrently in the PC LAN system.
- Users are responsible for the care and use of the department's facilities. Users may be liable to bear the cost of repairing any damage to the facilities caused by negligence or failure to adhere to the proper operating procedures.

### 3. Rights and Responsibilities of Users

- Users have the responsibility to keep the access card well. If any user has lost the access card, he/she should report to the General Office immediately and a penalty of HK\$100 will be charged.
- Users are not allowed to bring in food or beverages into the laboratory. Eating, drinking and smoking are NOT allowed.
- Users should not use computers to create sounds or music that may disturb other users in the laboratory.
- Users should not move any facilities or furniture housed in the laboratory without the authorization from the Department of Psychology.
- Users should work quietly. Yelling, shouting, and social gatherings are not allowed in the laboratory. Group discussions should be conducted quietly.
- Users should clean up their working area when leaving.
- Users should take care of their belongings. Department of Psychology has the right to remove any unattended personal belongings that are found in the laboratory. Department of Psychology will not be responsible for any loss or damage to any personal belongings in the laboratory.
- Users can bring bags and briefcases into the laboratory whereas umbrellas should be deposited at the entrance.
- Users should not play computer games in the laboratory.
- Users should not post in the laboratory.

### 4. The Conditions of Use apply to the computer laboratory:

- Any reserved computer not accessed for 3 times, or users who violate the above rules will **lose the rights** to use the computer laboratory. For first offense, the offender's will be prohibited from using the computer for one month since the date of offense. Serious or repeated offenses will result in total loss of usage of computer laboratory.