CENTRO ESCOLAR UNIVERSITY
Computer Education Department

PROCEDURES IN THE USE OF COMPUTER LABORATORIES/ FACILITIES

Note : This form is lifted from the original procedures in the use of computer laboratories/facilities. In case a situation arise not listed herein the main document is still the main reference. This summary was produced so that we will not print too many copies that do not concern students.

1. Computer teacher shall spend the first day of class discussing the rules and regulation inside the laboratory and the appropriate sanctions for these violations.
2. A faculty member is responsible in the supervision of the students in the proper use of the computer facilities, the cleanliness and orderliness of the laboratory. He/she shall report to the authorities concerned any violations student has committed.
3. Faculty members shall see to it that the waiver forms on the use of computer units by the students have been properly accomplished. They shall also discuss this waiver and see to it that students understand its contents. The waiver form shall be distributed to the students on the first week of classes.
4. Before the start of each class, faculty members shall see to it that they have signed the logbook for computer laboratory keys and spend 5 minutes of their time in reminding the students about the policy inside the computer laboratories to avoid violations.
5. Teachers handling the last computer class shall turn off main switch. This rule also applies if the computer laboratory is vacant for the succeeding hour. Teacher should also find time to check if there are computer units still on after each class.
6. Students are not allowed to stay inside the computer laboratories without the supervision of the teacher in charge.
7. Bringing of foods or drinks inside the laboratory shall be strictly prohibited.
8. Students shall use pencil in the Computer Laboratory. Ballpens, markers or any other writing instruments shall not be allowed inside the computer laboratory.

DISCIPLINARY MEASURES FOR COMPUTER FACULTY MEMBERS

Legend : 1 – Counseling
2 - Warning
3 - Reprimand
4 - Suspension (duration shall depend on the gravity of the offense)
5 - Separation

Violation	Frequency & Corresponding Sanction				
	1st	2nd	3rd	4th	5th
1. Unauthorized use of computer facilities	3	4	5		
2. Failure to submit the waiver form 2 weeks after the release of the final class list.	1	2	3	4	5
3. Negligence in the supervision of the proper care and maintenance of Computer Facilities.	1	2	3	4	5
4. Irreparable damage to computer facilities due to negligence.	3	4	5		
5. Failure to switch of the main switch and server after the last class for the day.	2	3	4	5	
6. Failure to lock the doors and return the computer keys after the end of each class	3	4	5		

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DISCIPLINARY MEASURES FOR STUDENTS

Appropriate sanctions shall be imposed after proper investigation has been conducted by the concerned college or the Office of Student Affairs in coordination with the Computer Science Department. All sanctions mentioned here are consistent with the University Rules and Regulations as stated in the Student's Handbook.

Classification	Example offense	No. of Violations	Sanction
Minor Offenses	1. Staying inside the laboratory without permission. 2. Bringing ball pens, markers or any other writing instruments in the laboratory. 3. Unofficial use of internet	1st 2nd 3rd 4th 5th 6th 7th	Counseling Warning 1 day suspension 2 day suspension 7 day suspension and put on probation the ff. sem 10 day suspension and put on probation the ff. sem 10 day suspension and no readmission the ff. sem
Less Serious Offenses	4. Bringing of foods or drinks inside the laboratory 5. Playing computer games 6. Removing or altering the computer identifications number 7. Writing any obscene language using the screen or in any other form.	1st 2nd 3rd	Two-day suspension Seven-Class day suspension Ten-day suspension and no readmission the ff. sem
Major Offenses	**A.1st Category** 1. Vandalism which includes committing serious acts of destruction of computer units in the laboratory. 2. Stealing of computer parts		No exemption is made whether the offense is made the first, second, or third time. Any of these major offenses shall be punishable with exclusion (immediately dropped from the rolls and no readmission from the following term/semester).
	B.2nd Category 3. Swapping monitor, keyboard, mouse and network cables with other computer units. 4. Installing password programs.		No exemption is made whether the offense is made the first, second, or third time. Any of the following major offense shall be punishable with ten-day suspension and no readmission the following term/semester: