



## Guidelines and tips for computer lab users

### Faculty of Law - University of Jordan

In order to ensure the proper use of the computer lab and the continuity of its services for all students, please adhere to the following:

#### First: General behavior within the laboratory

1. Remain calm and do not cause any disturbance to others.
2. Turn off mobile phones or put them on silent mode.
3. Refrain from consuming food and drinks inside the laboratory.
4. Sit in the designated places and do not move the equipment or chairs.

#### Second: Using computers

1. The devices should be used for academic and educational purposes only.
2. Do not download or install any programs or files without prior permission from the laboratory administration.
3. Do not tamper with system settings, change backgrounds, or passwords.
4. Log out of all personal accounts after you finish using them.
5. Do not use external storage devices unless they have been scanned for viruses.

#### Third: Maintaining devices and contents

1. Handle the devices carefully and do not knock on the keyboard or screen or disconnect the wires.

2. Report any technical malfunction or device defect to the laboratory supervisor immediately.
3. Do not attempt to repair the devices or tamper with their components.

#### **Fourth: Respecting others and the right to use**

1. Respect other people's time and do not reserve devices for long periods without a real need.
2. Adhere to the instructions of the laboratory supervisor and cooperate with him.
3. Clear the device immediately after the allotted time has ended or upon request for educational purposes.

#### **Fifth: Safety and Information Security**

1. Do not access inappropriate websites or websites that violate university regulations.
2. Do not share passwords or personal data with others.
3. Save important files to external media or email and do not leave them on the device.

#### **Sixth: General Provisions**

Violating these guidelines and instructions constitutes a breach of the university's regulations and applicable instructions, and exposes the perpetrator to disciplinary accountability in accordance with the laws and regulations in force at the University of Jordan, including temporary or permanent ban from using the computer lab or any other penalties decided by the competent authority.



كلية الحقوق  
SCHOOL OF LAW

جامعة الأردنية

