Computer Laboratory / IT Facilities and Rules

The school has 4 Computer Laboratories and 3 IT Rooms. They are located at level 1 and 2 of Block E. The rules and regulation for the computer laboratories and IT rooms are as follows:

- Enter the computer laboratory/IT room only when accompanied by a teacher.
- Place all bags at the front of the computer laboratory/IT room.
- Use only the laptops and equipment assigned.
- Report all faulty or damage hardware immediately to the teacher before the start of lesson.
- Use only the programme or CD-ROM given by the teacher.
- Do not change the settings of the laptop.
- Seek your teacher's or the lab staff's permission if you wish to bring in any storage device (e.g. thumbdrive, flash drive), headphones/earphones, programmes or CD-ROMs to the computer laboratory/IT room.
- Only save files in the hard disk drive of the computer when you are instructed to do so by the teacher. Always back up files in your own storage device.
- Seek the teacher's permission to print assignments/project work.
- Do not play any games or use the Internet in the laboratory/IT room at all times without the permission from the teacher.
- Return all equipment (e.g. keyboard, headphones and furniture) to their original positions after use. Do not remove anything from the computer laboratory/IT room without the teacher's permission.
- Handle all equipment and furniture with care.
- Properly shut down computers after use.
- Do not bring food and drinks into the computer laboratory/IT room.
- Keep the computer laboratory/IT room clean and litter-free at all times.
- Obey all instructions from the lab staff.