



**Zambia University College
of Technology**
Advancing Knowledge and Innovation


WELCOME TO ZAMBIA UNIVERSITY COLLEGE OF TECHNOLOGY





**Zambia University College
of Technology**
Advancing Knowledge and Innovation


COMPUTER LAB RULES

Prepared By: **Abraham Mundengo**
Lab Technician - Smart Centre

- 
- **Unauthorized access to computer labs and e-Classrooms is highly restricted.**
 - **Access must be granted to for a student to operate equipment in the labs.**
 - **Students shall always be accompanied by an instructor or lab technician during their lab sessions.**

- 
- **Turn off all computers before leaving the lab.**
 - **Do not go to unapproved sites online.**
 - **Report Cyberbullying.**
 - **Always keep your passwords SECRET.**
 - **Log out of all sites before shutting down the computer.**

- 
- **Always wear safety goggles and gloves when handling dangerous material and equipment.**
 - **No food nor drinks are allowed in the lab.**
 - **Seek help from the lab technician when in need.**
 - **Report any bad behavior to the lab instructor.**
 - **Conducts yourself in a befitting and cordial manner.**

- 
- **Take care of furniture and use it for the intended purpose.**
 - **Do not REMOVE anything from the lab.**
 - **Turn the volume to mute.**
 - **Wait for permission to log in or power your machines.**

QUESTIONS?

—

**This is the most important
takeaway that everyone
has to remember.**
