



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

WELCOME TO ZAMBIA UNIVERSITY COLLEGE OF TECHNOLOGY



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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.**
