



**JOMO KENYATTA UNIVERSITY  
OF  
AGRICULTURE AND TECHNOLOGY  
KISII CBD CAMPUS**

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**FROM:** ICT CO-ORDINATOR

**REF:** JKU/10/01/093

**TO:** ALL STUDENTS & STAFF

**DATE:** 10.01.2016

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**SUBJECT: COMPUTER LABORATORY RULES & REGULATIONS**

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The lab is a privilege for all to share, but as we all are sharing this space we must be considerate of others. We ask that you please follow these simple rules:

- ❖ There shall be NO EATING or DRINKING in the lab: No food or drink is allowed in the lab.
- ❖ Observe Silence: Individuals accessing services in the lab must observe silence, be considerate of other lab users -- this is a STUDY AREA. In consideration of others, **do not talk on cell phones in the lab**. Please step outside the lab to conduct your phone call.
- ❖ Surf safely: Individuals shall only access approved sites (avoid PORNOGRAPHIC SITE or SIMILAR SITES). These sites **HARBOR** dangerous viruses.
- ❖ In case you encounter problems with a computer/ its software, please seek assistance from the technician in-charge and/or any other personnel in I.T. Technician. Do not tackle that problem by yourself.
- ❖ Do not change the configurations set at your designated computer.
- ❖ Do not unplug and/or exchange parts (e.g. mouse, keyboard, power cables etc.) for another without notifying the technician in-charge.



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- ❖ Treat your colleagues, personnel and all the equipment's in the lab with respect.
- ❖ Do not install any program(s) from online or elsewhere without the knowledge of the technician in-charge: do not install or download any software or modify or delete any system files on any lab computers. Most of these online software are **MALWARES**.
- ❖ The labs shall be utilized for Practical Lessons, Research and other Academic purposes. Social sites shall be considered tertiary hence minimal time allocation for the same. If other students are waiting to use the computer and you are not doing **ACADEMIC** related work, please let them use the computer. The primary purpose of the lab is to assist with **ACADEMIC**-related work.
- ❖ The streaming of live feeds is **HIGHLY** discouraged. This overloads into the campus bandwidth which in turn slows down the internet speeds.
- ❖ The use of personal laptops (except for Lecturers who use for lecturing) is also highly discouraged within the computer laboratories. Please utilize the computers available to you in the labs.
- ❖ After you finish utilizing the computer, do the following:-
  - ✚ Keep your files organized and/or backed up
  - ✚ Exit out of all programs.
  - ✚ Log off and/or shutdown.
  - ✚ Leave your workstation neat.
  - ✚ Check and take your belongings.
- ❖ **DO NOT USE THIS RESOURCE (Computer) FOR ILLEGAL MEANS. (E.g. Hacking etc.)**

THANK YOU FOR ADHERING!!

Yours sincerely,

NYABANDO FREDRICK O.  
**ICT CO-ORDINATOR (JKUAT-KISII CBD CAMPUS)**



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