

College of Computer Science & Engineering  
Vice Deanship for Research & Innovation  
Laboratories & IT Unit

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# Computer Laboratories Manual

## *Rules, Regulations, and Safety*



وزارة التعليم  
Ministry of Education

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# Introduction

The purpose of these manual is to ensure the laboratory facilities are used appropriately by all CCSE students and laboratory instructors, and to know about the safety features and recommendations for safe work practices inside the laboratory.

In case of need, please contact the Laboratories & Information Technology Unit through the following email: [it.ccseg@uj.edu.sa](mailto:it.ccseg@uj.edu.sa)



# Lab Rules and Regulations: DON'Ts



- Do not open any irrelevant internet sites on lab PC.
- Do not play computer games on the lab PC.
- Do not upload, delete or alter any software on the lab PC.
- Do not wander around the lab, distract other students, and always keep quiet.
- Do not remove or damage equipment of lab or cause any sort of disruption to other users.

# Lab Rules and Regulations: Guidelines for Conducting Lab-Work

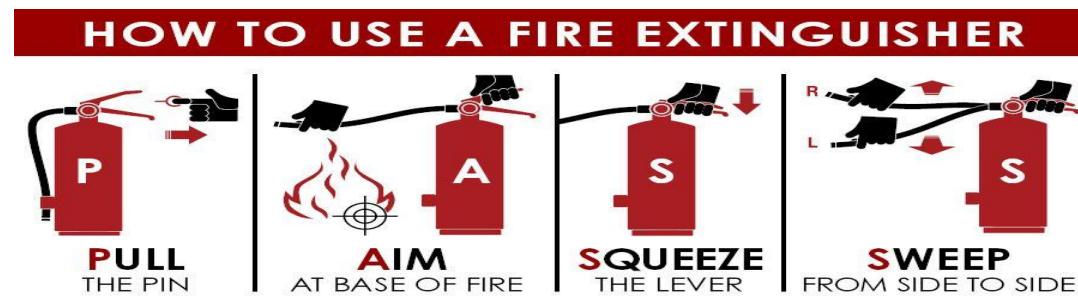
- Come into the lab quietly and go to your assigned computer.
- Please operate the lab PCs with respect and care.
- Lab users must sign in and out of the lab.
- Keep your password to yourself.
- Keep your personal devices clean, scan removable media regularly.
- Perform only those lab activities authorized by your lab instructor.
- Lab PCs will not save your work if it restarts or logs off. Please save your work regularly on the cloud storage or removable media.
- Make sure you leave your work area neat and organized.

# Lab Safety: Guidelines

- Students are not allowed to work in lab alone or without presence of the instructor.
- Do not switch-off electricity sockets and do not move PCs or any other lab equipment.
- Be aware that you know where the emergency exit and where the fire extinguishers.
- In the event of an emergency:
  - Get out of immediate danger.
  - Report situation to the instructor.
- If fire or smoke is discovered anywhere on or about the lab:
  - Leave the area where the fire is located.
  - Do not attempt to retrieve valuables.
  - Do not use Elevators /lifts.
  - Call for help.

# Lab Safety: Recommendations

- Be aware that you are setting in appropriate pose to relax your back.
- Avoid printing on keyboard for long time because it could make your hand get pain.
- Look away of the screen periodically, staring at the screen for long time causes eyes fatigue.
- If the screen settings cause eyes fatigue, tell the lab technician to modify screen color, brightness, font size.
- Practice safe browsing habits, stay away from malicious and untrusted website.



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