



COMPUTER SUITE RULES AND REGULATIONS

- 1. No drinking or eating.**
- 2. No smoking.**
- 3. No use of disks or CDs other than those provided by the centre.**
- 4. Workstations must be kept tidy at all times.**
- 5. No printing unless permission is given.**
- 6. Users may not change or edit the appearance or Set up of any computer.**
- 7. Users may not rewrite CDs or DVDs as this is in breach of copyright.**
- 8. Coats and bags must be put in the designated area only.**
- 9. Attendance book must be signed before each session.**
- 10. No equipment or stationary must be removed from the Computer Suite at any time.**
- 11. Use of chatrooms is FORBIDDEN**
- 12. Use of the internet is forbidden unless user is supervised by the tutor.**

