



مدرسة ايليت الانجليزية ش. ذ. م. م.
Elite English School L.L.C

Computer Lab Policy

Governing Authorities:

Knowledge and Human Development Authority (KHDA)
Ministry of Education (MOE), United Arab Emirates

Review Cycle: Yearly

Last Review: February 2026

Next Review: February 2027

Computer Lab Rules and Guidelines

Introduction: The computer lab is a shared resource for learning and exploration. To ensure a positive and productive experience for all users, the following rules and guidelines must be adhered to.

1. Technical Assistance:
 - If a computer is not powered on, please contact the instructor for assistance.
 - Do not attempt to manipulate wires or switches yourself.
2. Respectful Content Usage:
 - Do not display, print, store, or distribute materials that could offend others.
 - Respect the diverse community by avoiding offensive content.
3. Software Usage:
 - It is prohibited to use or distribute illegal copies (pirate copies) of licensed software.
 - Do not modify the operational mode of computers.
4. Security and Privacy:
 - Computers must not be left logged in and unattended. Locking computers is not allowed.
 - Obtain permission before accessing other users' files.
5. Property and Environment:
 - Do not remove manuals, furniture, or equipment from the computer lab.
 - Maintain a clean environment; dispose of garbage appropriately and arrange equipment and furniture properly.
6. Gaming and Entertainment:
 - Playing games on the computers is not permitted.

7. Web Usage:
 - Avoid visiting restricted or inappropriate websites.
 - Exercise caution while browsing the web; the online environment can pose risks.
 8. Reporting Inappropriate Content:
 - If another student displays negative or inappropriate content, do not engage. Report the incident to the instructor.
 9. Food and Drink:
 - Food and drinks are not allowed in the computer lab.
 10. Responsible Behaviour:
 - Users are responsible for their actions on the computer system.
 - Although not every action is listed, use common sense to ensure your behaviour respects others and maintains the equipment's integrity.
 11. Guiding Principles:
 - Always consider the well-being of fellow users.
 - Respect the lab's equipment, resources, and environment.
 - Prioritize learning and productive activities during lab time.
 12. Continuous Improvement:
 - These rules are subject to updates and revisions to improve the lab experience.
- Remember, your actions reflect your character and can impact others' experiences. By adhering to these rules, you contribute to a positive and inclusive learning environment. Failure to comply with these guidelines may result in restricted access to the computer lab and appropriate disciplinary action.