國立高雄餐旅大學電腦教室管理與使用要點

National Kaohsiung University of Hospitality and Tourism Guidelines for Management and Use of Computer Labs

99年11月4日電子計算機諮議委員會審議通過
101年3月19日校務資訊發展委員會修正通過
102年5月9日校務資訊發展委員會修正通過
103年12月25日本校103學年度第1學期第1次校務會議審議通過(法規最末條條文統一修正)
108年4月22日配合本校組織規程教育部臺教技（二）字第1080055537號函核定修正(組織名稱、職稱變更)

Approved by the Computer Advisory Committee on November 4, 2010
Revised and approved by the Campus Information Development Committee on March 19, 2012
Revised and approved by the Campus Information Development Committee on May 9, 2013
Approved by the 1st University Affairs Meeting of the 1st Semester of Academic Year 2014 on December 25, 2014 (Standardized revision of the final article)
Revised on April 22, 2019, in accordance with the Ministry of Education official letter No. 1080055537 regarding NKUHT Organizational Regulations (changes in department names and job titles)

一、為增進學生學習效果，維護電腦教室安全與有效管理器材，特訂定本要點。

Article 1. These guidelines are established to enhance student learning outcomes, maintain computer lab safety, and effectively manage equipment.

二、本要點所稱的「電腦教室」不包括各科系所自行規劃設置之電腦教室。

Article 2. The term "computer lab" in these guidelines does not include computer labs planned and established independently by individual departments or institutes.

三、申請借用：

Article 3. Application for Use:

(一) 各科系所已有專屬電腦教室者，應以使用所屬教室為原則。
Departments or institutes that already have their own dedicated computer labs should primarily use their own facilities.

(二) 非(一)所述之單位，若有開設電腦相關課程必需使用時，請於學期開學前填寫「圖書資訊處電腦教室使用申請表」，送圖書資訊處網路應用組審核後始得使用。申請表請至本校全球資訊網-->圖書資訊處網頁下載。
Units other than those mentioned in item (1) that offer computer-related courses requiring lab space must fill out the "Library and Information Office Computer Lab Application Form" prior to the start of the semester and submit it to the Network Applications Division of the Library and Information Office for approval before use. The application form can be downloaded from the university website -> Library and Information Office webpage.

(三) 學期中如需臨時借用，請於三天前至本校校務資訊系統「教室借用申請」線上申請，並請附上課程大綱或活動說明、使用人數、所需軟硬體設備相關資訊，經審核後始得使用。

For temporary borrowing during the semester, please submit an online application via "Classroom Reservation Application" in the Campus Information System 3 days in advance, attached with the course syllabus or activity description, number of users, and required hardware/software specifications. Use is permitted only after review and approval.

四、為不影響教學，學期中並不支援老師進行教學軟體的安裝或升級，環境設定統一於寒暑假期間執行。

Article 4. To prevent disruptions to instruction, installation or upgrades of teaching software for faculty members will not be supported during the semester. Environment configuration is executed exclusively during summer and winter breaks.

五、授課教師必須約束學生遵守使用規則，負起維護秩序及監督學生使用電腦的責任。

Article 5. Instructors must require students to abide by lab rules and assume responsibility for maintaining order and supervising students' computer usage.

六、各班級應負責安排值日生於課程結束後清理教室，回復教室上課前之原狀，各授課老師及班代表則應負責督導，倘發現有未予配合之班級，將公告於本校校園資訊網。

Article 6. Each class must assign students on duty to clean the lab after class and restore it to its original pre-class condition. Instructors and class representatives are responsible for supervision. Classes found non-compliant will be announced on the Campus Information Network.

七、進入教室不得攜帶飲料、食物及磁性物品。

Article 7. Bringing beverages, food, or magnetic items into the computer labs is strictly prohibited.

八、嚴禁任意調換機器上之週邊設備，例如：鍵盤及網路插座等各項線路。

Article 8. Arbitrarily swapping peripheral devices on computers (e.g., keyboards, network cables, and sockets) is strictly forbidden.

九、教室教學廣播系統經常發生脫落或拔除情形，若有學生未廣播到或廣播畫面不清楚，請通知本處網路應用組維護。請老師轉告學生勿破壞廣播系統，經發現將依校規處分。

Article 9. Disconnection or unplugging of the classroom broadcasting system occurs frequently. If students are not connected to the broadcast or the broadcast screen is unclear, please notify the Network Applications Division for maintenance. Instructors are requested to inform \ students not to damage the broadcasting system; violators will be disciplined according to university regulations.

十、請勿使用任何電腦遊戲軟體，並請尊重智慧財產權，勿任意下載非經授權之軟體。

Article 10. Do not play any computer games. Please respect intellectual property rights and refrain from downloading unauthorized software.

十一、請各位老師下課離開前提醒學生將冷氣、電燈及電源關閉。

Article 11. Instructors are requested to remind students to turn off the air conditioners, lights, and power supplies before leaving at the end of class.

十二、本要點經校務資訊發展委員會通過，陳請校長核定後公布實施；修正時亦同。

Article 12. These guidelines shall take effect upon approval by the Campus Information Development Committee and ratification by the President; the same procedure applies to any amendments.

本規章負責單位：圖書資訊處網路應用組
Responsible Unit: Network Application Section.

國立高雄餐旅大學電腦教室使用申請表

National Kaohsiung University of Hospitality and Tourism
Computer Lab Application Form

學年度第____學期
Academic Year_____ Semester

申請日期：　　年　　月　　日
Application Date: (YYYY/MM/DD)

科系所 Department / Institute		授課老師 簽名 Instructor Signature		授課老師 聯絡方式 Contact Info	連絡電話： Instructor Tel E-MAIL：

授課班級 **Course Class**	課程名稱 Course Title	上課節數及星期 Day of Week & Period	預計修課人數 Estimated number of students	欲使用之軟硬體設備 Required Hardware & Software Equipment

填表人：
Applicant

單位主管：
Supervisor

審查單位：
Reviewing Unit

備註 Notes：

1. 請附上**課程大綱**並註明上課星期及節次。Please attach the course syllabus and indicate the scheduled day and period of class.
2. 如欲使用專業教學軟體請及早提供光碟片，以利安排工程師於寒暑假期間安裝或升級。為不影響教學，學期中並不支援老師進行教學軟體的安裝或升級，環境設定統一於寒暑假期間執行。

   If specialized teaching software is required, please provide the installation disc as early as possible to facilitate scheduling for engineers to perform installation or upgrades during winter and summer breaks. To avoid affecting instruction, software installation or upgrades will not be supported during the semester; system environment setup is uniformly executed during winter and summer breaks.