**高雄醫學大學圖書資訊處電腦教室管理規則**

**Kaohsiung Medical University**

**Computer Classroom Management Regulations**

93.01.20 高醫校法字第0930100006號函公布

January 20, 2004 Promulgated via the KMU official letter Hsiao Fa Tzu No. 0930100006

96.12.14 資訊處第七次處務會議通過

December 14, 2007 Passed by the 7th Office Affairs Meeting of the Office of Library and Information Services

97.01.10 九十六學年度第六次行政會議通過

January 10, 2008 Passed by the 6th Administrative Meeting of the Academic Year 2007

97.01.30 高醫資字第0971100360號函公布

January 30, 2008 Promulgated via the KMU official letter Tzu Tzu No. 0971100360

100.7.13 資訊處第九次處務會議通過

July 13, 2011 Passed by the 9th Office Affairs Meeting of the Office of Library and Information services

100.09.08 一００學年度第1次暨第2次行政會議通過

September 8, 2011 Passed by the 1st and 2nd Administrative Meetings of the Academic Year 2011

100.09.23 高醫資字第1001102938號函公布

September 23, 2011 Promulgated via the KMU official letter Tzu Tzu No. 1001102938

102.09.12 102 學年度第1 次行政會議審議通過

September 12, 2013 Reviewed and passed by the 1st Administrative Meeting of the Academic Year 2013

102.10.28 高醫圖資字第1021103090號函公布

October 28, 2013 Promulgated via the KMU official letter Tu Tzu Tzu No. 1021103090

108.06.27 107學年度第11次行政會議通過

June 27, 2019 Passed by the 11th Administrative Meeting of the Academic Year 2018

108.08.01 高醫圖資字第1081102486號函公布

August 1, 2019 Promulgated via the KMU official letter Tu Tzu Tzu No. 1081102486

109.09.10 109學年度第2次行政會議通過

September 10, 2020 Passed by the 2nd Administrative Meeting of the Academic Year 2020

109.09.28 高醫圖資字第1091103170號函公布

September 28, 2020 Promulgated via the KMU official letter Tu Tzu Tzu No. 1091103170

112.08.10 112學年度第1次行政會議通過

August 10, 2023 Passed by the 1st Administrative Meeting of the Academic Year 2023

112.09.05 高醫圖資字第1121102913號函公布

September 5, 2023 Promulgated via the KMU official letter Tu Tzu Tzu No. 1121102913

|  |  |
| --- | --- |
| 第1條Article 1 | 高雄醫學大學圖書資訊處(以下簡稱本處)為有效管理負責維護之公用電腦教室，特訂定本規則。The Office of Library and Information Services (“the Office”) at Kaohsiung Medical University (KMU or “the University”) formulates the KMU Computer Classroom Management Regulations to effectively manage public computer classrooms that it is in charge of maintaining. |
| 第2條Article 2 | 本校公用電腦教室於一般電腦實習課程以外，得提供校內外單位、本校教職員工或學生之上機練習之用。In addition to being used for general computer classes, the public computer classrooms at the University may also be utilized by both on-campus and off-campus units, as well as by University faculty, staff, and students, for practice. |
| 第3條Article 3 | 公用電腦教室開放借用時段為上班或上課日上午八時至晚上十時。前述規範外之可借用日期及時間皆依校務資訊系統場地借用查詢為準。Public computer classrooms are available from 8:00 a.m. to 10:00 p.m. on workdays/school days. Information on other available dates and times can be accessed through the venue borrowing inquiry of the school administration information system. |
| 第4條Article 4 | 公用電腦教室之使用規則如下：Rules of using public computer classrooms are as follows:一、電腦教室內之各項機器設備及軟體皆為本校財產，使用者應善加使用及愛護公物，嚴禁任何蓄意破壞、偷竊或擅自更改現有系統等不法行為。1. All machines, equipment, and software in computer classrooms are the property of the University, and users shall use them properly. Illegal conduct, such as sabotage, theft, and alteration of existing systems, is strictly prohibited.二、不得任意搬動電腦設備或自行擅接網路或印表機連線。2. Users shall not move computer equipment or tamper with Internet or printer connections.三、嚴禁複製電腦教室使用之軟體，亦不得將其他非法軟體轉錄至電腦中使用。3. Users are strictly prohibited from copying software used in computer classrooms, and they shall not install illegal software on the computers.四、不得使用電腦教室之設備玩電腦遊戲或大量列印私人之資料。4. Users shall not use the equipment in the computer classrooms to play computer games or print large quantities of information for personal use.五、不得攜帶飲料及食物進入電腦教室。如違反前項各款使用規則者，視情節 輕重，得禁止當事人使用或依校規及相關規定處理。5. Users shall not bring food or beverages into computer classrooms. Violators of any of the preceding paragraphs may be prohibited from using computer classrooms and may also be subject to school policies and relevant regulations, depending on the severity of the violations. |
| 第5條Article 5 | 校內單位或人員於校務資訊系統場地借用程式依系統借用規則自行登記，如需繳費，另需檢附繳費收據，經本處審核後始得使用；校外單位應於使用前一個月內函文洽借，完成繳費程序後始得使用之。借用後除有正當理由並經本處事先同意者外，不得任意取消或變更。On-campus units or personnel shall book computer classrooms through the venue borrowing section of the school administration information system. If payment is required, users shall also submit payment receipts for review by the Office before using the facilities. Off-campus units shall submit official letters to request borrowing 1 month in advance and complete the payment process before use. After completing the borrowing process, users may not cancel or alter the borrowing without justifiable reasons and the prior consent of the Office. |
| 第6條Article 6 | 教學軟體安裝：公用電腦教室因教學之需要須另行安裝軟體，借用單位須提供軟體合法授權證明。若於本處公告時程外須安裝教學軟體時，該單位須於上班日派遣人員配合本處進行安裝並完成測試。For the installation of software for teaching purposes: Borrowing units shall provide software licenses if they need to install any additional software for teaching purposes on the computers in the public computer classrooms. If they need to install the software outside of the schedule announced by the Office, borrowing units shall send personnel to collaborate with the Office on installation and testing during workdays. |
| 第7條Article 7 | 收費標準如下：The charging standards are as follows:1. 場地維護費用:依本校場地及器材管理辦法辦理。

1. The venue maintenance fee is handled in accordance with the KMU Venues and Equipment Management Regulations.1. 人員加班費：依本校職員工出勤及加班管理要點辦理。

2. The staff overtime pay is handled in accordance with the KMU Directives for Staff Attendance and Overtime Management. |
| 第8條Article 8 | 本規則經行政會議審議通過後，自公布日起實施，修正時亦同。The Regulations shall be passed by the Administrative Meeting and then implemented on the date of promulgation and shall apply to subsequent amendments. |