



National University of Ireland, Galway
Ollscoil na hÉireann, Gaillimh

PC Suite Guidelines



NO EATING/ DRINKING



TURN OFF MOBILE PHONES

- If a continuous fire alarm sounds, please leave the building **IMMEDIATELY** by the nearest exit.
- Use of this PC suite is restricted to registered NUI Galway users. Usage is governed by the University's Code of Conduct for computing resources at http://www.nuigalway.ie/cs/about/code_of_conduct.html
- Each user is responsible for all usage of her/his account. It is prohibited to access another user's account.
- The software in this suite is updated each year in accordance with the requirements of academic staff.
- Please report any PC faults to the User Support Centre, Room 118, Arts & Science Building. Ext 3325 Email: UserSupport@nuigalway.ie. When reporting faults, please give the name of the PC Suite, the PC number and any error messages.
- Offensive, obscene or indecent images or material must not be created, transmitted or displayed on PC suite computers. Please refer to the Code of Conduct for full information.
- Users are not permitted to use NUI, Galway computing or networking services for any activity which transmits material in such a way as to infringe the copyright or intellectual property rights of another person or organisation unless you have the express permission of the holder of the copyright, this includes the copying of music and the use of the Internet to distribute music, videos etc. in any way.
- This is a work area and users should respect it accordingly, keeping unnecessary noise to a minimum. The following are strictly forbidden:
 - Playing computer games.
 - Eating, drinking and chewing gum.
 - Use of privately owned laptops in this PC suite Use of mobile phones; this includes the use of camera phones and text messaging.
- Please keep your I.D. card with you at all times and if requested by Security staff or Computer Services staff to leave the room or to hand over your student I.D. card for any reason, please do so immediately.
- When you have finished your session, please logout. If you do not logout the next user has access to all your files and you are responsible for all actions such a person might take. Do not leave logged-in PCs unattended. Registered users are entitled to reboot any unattended PC for their own use.

**Keep up-to-date with Computer Services Information by viewing the
Bulletins: <http://www.nuigalway.ie/cs/about/news/viewBulletins.php>
News: <http://www.nuigalway.ie/cs/about/news.html>**