

Example:

## **Good Laboratory Practices for ICT Users**

1. Leave your bags on the bag shelf.
2. No food and drinks allowed inside the ICT Lab.
3. Gaming is strictly forbidden in the ICT Lab.
4. Do not disturb others and refrain from boisterous laughter.
5. No unauthorized tampering with computer networks, PC settings, or files.
6. All external media (diskettes, CDs, etc.) must be certified before use.
7. Do not access material that is profane or obscene or that advocates violence toward other people.
8. Log-off and shutdown properly.
9. Report any equipment malfunction or any unsafe conditions to your teacher or to the Lab Manager.
10. Do not disclose any personal or sensitive information online.