

# *Guidelines for Digital Design Laboratory (DDL)*

## *Access to the DDL:*

- DDL is opened for Architecture School Personnel **ONLY**. The computers must only be used in connection with valid Architecture courses in an effective and non-wasteful manner.
- All affiliate and guests need to apply through the School prior to use the facilities.
- DDL is **STRICTLY** limited to be used for **ACADEMIC PURPOSE ONLY**.

## *Regulations:*

1. Eating, drinking and listening to audible music are strictly prohibited.
2. No model making, cutting, mounting, collaging or similar non-digital assembly of any kind are allowed in DDL. Offenders will be asked to leave the room.
3. All students must vacate and log off machines ahead of scheduled classes.
4. DDL should be kept clean and tidy all the times.
5. Do not take the hardware lock away from the DDL.
6. All furniture should remain in its original position.
7. Personal belongings shall not be left in the DDL.
8. Users are responsible to act in such a manner as to not cause damage to the physical equipment. Accidental damage, or damage caused by other parties, should be reported to the staff as soon as possible so that corrective action can be taken.
9. Any computer left unattended and logged for over 30 minutes; other users can reboot and use it. We are not responsible for any data loss or damage.
10. Hacking computer systems is **STRICTLY** prohibited.
11. Users shall not install any software to the computer.
12. Users shall not copy anything from the software provided.
13. Playing computer games is prohibited.
14. Only use paper provided by the DDL for laser printing. Do not fit in your own paper.
15. CU Link cards **ARE NOT** allowed to lend to anyone at any time.
16. Computer accounts **ARE NOT** allowed to lend to anyone at any time.

17. Contact the staff in the IT Office in AITB room G07C or send an email to [ddl@eservices.cuhk.edu.hk](mailto:ddl@eservices.cuhk.edu.hk) if you have any queries.

Note: Violation of these rules will lead to disciplinary action by the School of Architecture and/or the University.