



## DEPARTMENT OF CIVIL ENGINEERING COMPUTER AIDED DESIGN LABORATORY

### DO's

- Turn off the computer when you are no longer using it.
- Report any broken plugs or exposed electrical wires to the teacher immediately.
- Always SAVE your progress.
- Always maintain an extra copy of all your data files.
- Make sure your external devices are Virus Free.
- Feel free to ask for assistance.
- Behave properly.
- Always maintain cleanliness.
- Know the location of the fire extinguisher and the first aid box and how to use them in case of an emergency.

### DON'Ts

- Do not eat or drink inside the laboratory.
- Avoid stepping on electrical wires or any other computer cables.
- Do not insert metal objects such as clips, pins, and needles into the computer casings.
- Do not touch, connect, or disconnect any plug or cable without permission.
- Do not open an external device without scanning them for computer viruses.
- Do not change the icons on the computer screen.
- Do not switch the keyboard letters around.
- Do not go to programs you don't know of.
- Do not install any other programs unless told.
- Do not copy the work of other students.