

COMPUTER LAB AND ICT FACILITIES USAGE GUIDELINES

FACULTY OF ARTIFICIAL INTELLIGENCE (FAI)

1. INTRODUCTION

ICT facilities, including computer labs, GPUs, and software, are provided by the university to support administrative, educational, development, research, and service activities at the university.

2. PURPOSE

These guidelines are formulated to regulate the use of computers, GPUs, software, and computer lab facilities at the Faculty of Artificial Intelligence to align with the requirements of teaching and learning (PdP), research, and the ICT security of Universiti Teknologi Malaysia (UTM).

The purposes of these guidelines are to:

- 2.1 Ensure that the use of computer lab facilities, equipment, and software is not misused and is used only for authorized purposes.
- 2.2 Explain and enforce the usage guidelines for the faculty's computer labs and ICT facilities.
- 2.3 Create a safe, orderly, and conducive computer lab environment.
- 2.4 Instill a sense of responsibility and ethical usage among all users of computer facilities, GPUs, software, and computer labs.

3. SCOPE

These guidelines apply to all staff, students, and anyone involved in the use of the computer lab.

4. COMPUTER LAB OPERATING HOURS

The lab operating hours must be determined and informed to users. These hours are subject to change and change notices.

5. COMPUTER LAB BOOKING

- 5.1 All usage bookings must be recorded.
- 5.2 Bookings should ideally be made or confirmed by the responsible officer to avoid any confusion regarding the date, time, and purpose of the booking.

6. RULES BEFORE ENTERING THE COMPUTER LAB

- 6.1 Users must register with the responsible party.
- 6.2 Users must bring along their matric card or identity card when entering the lab (unless permission is granted by the duty lab personnel).

7. RULES WHILE INSIDE THE COMPUTER LAB

- 7.1 Internet usage in the lab is subject to the internet usage rules.
- 7.2 Personal computer usage in the lab is subject to the computer lab usage rules.
- 7.3 Bringing food and drinks into the lab is prohibited (except with permission).
- 7.4 Littering inside the lab is prohibited.

8. DRESS CODE

- 8.1 The dress code in the lab must comply with the University's dress code regulations.

9. ACCOUNT USAGE & SYSTEM ACCESS

- 9.1 Users are required to comply with account security regulations.
- 9.2 Users must **use the designated student account**.
- 9.3 Users are **not allowed to access the administrator (admin) account** without permission from the Faculty IT Section.
- 9.4 Any attempt to gain unauthorized access will be considered an ICT security breach.
- 9.5 Users are strictly prohibited from sharing accounts or allowing other parties to use the provided system access.

10. GPU USAGE

- 10.1 The faculty's GPUs are only permitted for the purposes of:
 - Teaching and Learning (PdP)
 - Research

- Approved academic activities

10.2 The use of GPUs for the following purposes is **STRICTLY PROHIBITED**:

- Bitcoin mining
- Cryptocurrency mining
- Any activity related to digital currency or commercial activities

10.3 The IT Section reserves the right to monitor GPU usage to ensure compliance with the guidelines.

11. DATA MANAGEMENT

11.1 The security of user data is the responsibility of the user.

11.2 Users are **responsible for deleting all data and files** after they have finished using the computer or GPU.

11.3 The Faculty IT Section **reserves the right to delete any data, files, or software** left behind without permission or that affects system operations.

12. SECURITY & CODE OF CONDUCT

12.1 Users are **prohibited from modifying, moving, and taking out** any equipment found in the computer lab.

12.2 Users are not allowed to change the settings or configuration of the computers.

12.3 Behavioural procedures inside the computer lab are subject to university regulations.

12.4 The safety of users' valuables is the responsibility of the user.

12.5 Faculty ICT facilities **cannot be used for any activity** that:

- Disturbs faculty security
- Disturbs the security of UTM's network or system
- Violates UTM's ICT guidelines

12.6 Users are fully responsible for the security of data and information while using the Faculty's ICT facilities.

12.7 In the event of any emergency (such as a fire or otherwise) inside the lab, users must comply with the safety requirements (or guidelines) provided in the lab.

13. EQUIPMENT SHUTDOWN

- 13.1 All computers **must be turned off** after use.
- 13.2 Users are responsible for ensuring that equipment is left in good condition.
- 13.3 Users must ensure that all equipment, chairs, and workspaces are tidied up and left clean after use.

14. CONDUCT & ETHICS OF COMPUTER LAB USERS

- 14.1 Users must behave politely and courteously while inside the computer lab.
- 14.2 Phone usage inside the lab must be courteous.
- 14.3 Any problems regarding equipment, software, or security must be reported immediately to the officer on duty or the Faculty IT Section.

15. COMPLIANCE & DISCIPLINARY ACTION

- 15.1 Failure to comply with any provisions in these guidelines can result in actions including warnings, withdrawal of access, suspension of facility usage, suspension from being a University student for a period determined by the disciplinary authority, or expulsion from the University.
- 15.2 The faculty reserves the right to take immediate action to avoid security risks, equipment damage, or operational disruptions.

SOFTWARE APPLICATION & INSTALLATION PROCEDURES

1. SOFTWARE INSTALLATION APPLICATION

- 1.1 Any software installation must be submitted through an official application to the Faculty IT Section via email at fai-it@utm.my.
- 1.2 Applicants need to fill out the [Software Installation Application Form](#).

2. APPROVAL

- 2.1 Applications will be reviewed by the Faculty IT Section. The IT Section reserves the right to reject an application if:
 - The software is unrelated to PdP or research.
 - The software license is invalid.
 - It poses a risk to system security.

3. INSTALLATION PROCESS

3.1 Software installation will only be carried out by:

- Admin
- Faculty IT Section Officer

3.2 Installations will be recorded for monitoring and auditing purposes.

4. SOFTWARE UNINSTALLATION

4.1 Software **must be uninstalled** after the usage period ends.

4.2 The IT Section will carry out the uninstallation process and ensure the system returns to its original state.

5. NON-COMPLIANCE ACTIONS

5.1 Failure to comply with this procedure may result in:

- Uninstallation of software without notice
- Suspension of access
- Disciplinary action according to UTM regulations (warnings, withdrawal of access, suspension of facility usage)

Prepared by:



(IZZAH MAISARAH BINTI IBRAHIM)

Lab Manager

Deputy Dean Office (Research, Development & Innovation)

Faculty of Artificial Intelligence

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