Language Lab Rules and Duties (語言教室規則與責任)

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Language Lab Rules The Students on Duties (值日生)

We are very lucky to have four language classrooms, so please help us look after (照料) each of them. The rules are as follows (如下):

Language Lab Rules

1. Arrive on time.
2. Bags should be put on the shelf (架子) at the back of the room as you enter the laboratory. You must only take the books and material you need to your seat.
3. No food or drink is to be taken into the Language Lab. 食物或飲料不能帶進語言教室內。
4. Turn off all cell phones in class. 上課時，請關掉手機。
5. Please read the white board for important instructions (說明指示) pertaining to (有關；適用) your class.
6. You must always sit in the same seat allocated (分配) to you by the teacher the first time your class uses the Lab.
7. You must report (報告) any damage (損壞) and/or graffiti (塗鴉) immediately (立刻) at the beginning of the lesson. REMEMBER - you are responsible for (負責) your desk and the equipment.
8. You must not touch any of the equipment (設備) until you are instructed to do so.
9. No chatting, sleeping, and eating in class. 上課禁止聊天、睡覺、及吃東西。
   尊重別人。雙手與雙腳不要侵犯到鄰座。
11. Do not damage the properties (財物) that belong to the NUU. Anyone who damages the lab property will be held responsible for replacement or repair. 語言教室設備若有損壞，損壞人負責應照價賠償或修繕。
12. Remain in your seat, unless given permission to leave.

未經教師許可前，不可以離開座位。

13. All furniture shall return to its original condition at the end of the classes.

上完課後，桌椅請歸還原位。

14. Keep the classroom clean!

Students who break the above rules will be given verbal warnings, punishments, or notify the parents.

違反以上規定的學生，將給以口頭警告、處罰或通知家長

**The Students on Duties (值日生)**

The students on duty (值日生) should remain (留) in the classroom after class to perform (執行) the following:

1. Assist the teacher in maintaining the classroom equipment.

協助老師維持教室裏的設備。

2. Exam the classroom after the class to make sure that all the equipments are return to order.

下課後檢查教室，以確保所有的設備都恢復原狀。

3. Clean up obvious paper, bottles and cans dropped on the ground.

清理掉落或遺留在地上的顯眼紙屑、瓶子和罐子。