

Appendix 4

Guidelines for use of Computing and Communication Facilities

Introduction

The University of Ballarat provides students and staff with access to computing and communications services in support of its teaching, learning, research and administrative activities.

These facilities include: -

- Access to a range of Internet based services such as eMail, the World Wide Web and newsgroups.
- Access to various printing facilities.
- An after hours access card system, allowing students access to some laboratories after business hours, upon purchase of an access card.
- An integrated data network across all campuses, with individual logins for staff and students providing access to personal and shared storage space on the network and individual email accounts.
- Information Help Desk ext. 9579
- Student computer laboratories located across all campuses offering PC Windows based workstations and Apple Macintosh laboratories at Camp Street and SMB Campuses.
- Access to external High Performance Computing facilities.

Set out below are the terms governing the use of these facilities, which are provided in detail in the University's *Policy for Use of Computing and Communication Facilities* [<http://www.ballarat.edu.au/vco/legal/Policies/index.shtml>]. The University may revise these terms from time to time. These terms apply to all users and apply to use of both centrally administered and school-based systems. Use of any such facilities indicates understanding and acceptance of these terms. If unsure of the meaning of any of these terms, seek advice from the Information Help Desk prior to use.

General Conditions

The University provides access to standalone or networked personal computers, to multi-user computers and to other IT resources accessible via the on-campus networks.

Students are given access for learning and research activities related to the University.

Staff are given access for use associated with their duties at the University.

(Access by the wider community is not covered by this document.)

It is expected that all users will make use of University computing and communications facilities in a manner, which is ethical, lawful, effective, efficient, and not to the detriment of others.

In some cases external conditions of use apply. For example, the University must ensure all of its Internet traffic relates to its teaching, learning, research and administrative activities as per Australian Academic & Research Network (AARNet) usage policy.

Some services are provided on a cost recovery basis. Laser printing and colour printing are available on a fee-for-service basis, with a University funded quota given to students at the beginning of each semester. Students are required to pay for any printing in excess of the quota. Similarly, in the

future, a quota for Internet access will be allocated to all users. Administrative/School cost centres or individuals will be required to pay for any use in excess of the quota.

Use of University facilities for external (non-University) work must be negotiated and will usually be on a fee-for-service basis.

User Responsibilities

The University expects all users to exercise responsible, ethical behaviour when using the computing and communications facilities. Please assist the University to keep the network available and accessible by observing the following guidelines:

1. Take responsibility for using University computing and communications consistent with appropriate authorised purposes. Unauthorised software must not be installed on the computers. For the purposes of these guidelines, "unauthorised software" includes games, instant messaging programs and chat programs.
2. Passwords and logins must remain confidential. Users may be held responsible for unauthorised use of their privileges. To help keep access secure:
 - Keep passwords confidential and change them frequently;
 - Do not use common words or names as a password; and
 - Log out of the network whenever not in use or leaving the workstation.
3. Respect other's confidentiality and do not use any account set up for another user, nor seek to find out the password of another user, nor use another's files or privileges without authorisation.
4. Respect security measures and the integrity of University systems and files. Do not attempt to adversely interfere with the operation of the University's computing, communications or any other facilities.
5. You are not permitted to disconnect university computers from the network or to connect your own computer to the network with out permission from Academic Support Services.
6. The University network should not be used for private gain. Nor should it be used to store or collect personal information about others.
7. Respect other's sensibilities and handle potentially offensive material with discretion (for example, do not use computing and communications facilities to send messages or material others may find objectionable, pornographic, obscene, bogus, harassing or illegal, or knowingly print potentially offensive material to public printers or screens).
8. Abide by any lab rules displayed in the computer laboratories and ensure personal behaviour does not interfere with the rights of others to use the laboratories. Examples of inappropriate behaviour include being loud, intimidating, turning student's computers off, password protecting machines for personal use and disabling ezy proxy.
9. Acknowledge copyright obligations on electronic information, including computer software.

Documents and other information accessed or used should be cited with a proper bibliographic reference. Software and related materials protected by copyright law, licences or other contracts may not be pirated, resold or otherwise infringed

10. Only grant access to files by other users by setting appropriate protection or file access permissions.

11. Provide identification (for example by student card) when using University computing facilities, on request of a University staff member.

12. Inform the University of any suspected breach of these terms (for example, if you become aware that someone else has used your account).

13. Abide by any relevant instructions given by the Vice-Chancellor or nominee. Such instructions may be issued by notice displayed in the vicinity of computing facilities, by letter, by electronic communication, in person or otherwise.

14. For your own safety, do not attempt to repair any computer equipment. Please report all faults to the Information Help Desk, especially if the fault appears hazardous. Equipment must remain in laboratories and cabling and equipment left alone.

15. In order to maintain the facilities at the best possible level eating or drinking in any of the computer laboratories is not permitted.

Health and Safety / Disability Access

- The University has supplied chairs, tables and/or computers in each laboratory specifically for the use of people with disabilities. Please make these accessible to these people at all times.
- There is software made available in all laboratories for use by people with disabilities. If there are any problems with these facilities please contact the Information Help Desk.

Copyright

Materials and works accessible on the Internet are covered by copyright, unless there is an express statement to the contrary. Every user has a responsibility to respect the rights of copyright owners and authors in works they access on the Internet, to the extent and for purposes expressed in the Copyright Act 1968. [See the following Guidelines: *Audiovisual Copying & Communication*, and *Print & Graphic Electronic Copying & Communication*, http://www.ballarat.edu.au/fdp/planning_strategy/services.shtml]

Policy Updates

From time to time, new policies and policy updates relating to the use of the University's computing and communication facilities are published on the University's website [see <http://www.ballarat.edu.au/vco/legalPolicies/index.shtml>]. It is a users obligation to familiarise themselves with these policies.

Enforcement

Failure to abide by these terms will be treated as misconduct.

Minor Infringements

For a first time offence of a minor infringement, a warning will be issued. A second time offence will result in automatic denial of access to one or all facilities for a period of three working days and up to two weeks.

Serious Infringements

A serious infringement includes, but is not limited to, a third and subsequent offence of a minor infringement and will result in automatic denial of access to one or all facilities and will be referred to the Pro-Vice-Chancellor (Administrative & Academic Support). This may result in:

- a prolong denial of access to one or all facilities;
- referral to the appropriate disciplinary procedures; and/or
- referral to law enforcement agencies (where the misconduct constitutes a legal offence).

Disclaimer

The University accepts no responsibility for any damage to or loss of data, hardware or software arising directly or indirectly from use of the University's computing and communications facilities or for any consequential loss or damage. The University makes no warranty, express or implied regarding the facilities offered, or their fitness for any particular purpose.

Enquiries

Any enquiries relating to Copyright can be addressed to Ms Robyn Irish, Head, Financial Planning and Strategy.

Any enquiries relating to these Guidelines can be addressed to either the Information Help Desk on ext 9579 or Ms Judith Clark, Head, Academic Support Services.

Authorised by Pro-Vice-Chancellor (Administrative & Academic Support) on 11/08/03