

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 Mt Helen and SMB Campuses.
- Access to external High Performance Computing facilities.

Set out below are the terms governing the use of these facilities. The University may revise these terms from time to time. These terms apply to all users and apply to use of both central and departmental 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 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 use in academic study and 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 use of its Internet link directly 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 at the beginning of each semester. Students are required to pay for any printing in excess of the quota. Similarly, in the future Internet access will be moved to a cost recovery mechanism identical to the current print arrangements.

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 network available and accessible by observing the following guidelines:

1. Take responsibility for using University computing and communications consistent with appropriate authorised purposes. Personal use of Internet facilities is permitted, so long as it does not violate University policy, prevent others from accessing a terminal for course work, or adversely affect others in any way. Unauthorised software must not be installed on the computers.
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 using it 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 using the University's network.
5. The University network should not be used for private gain. Nor should it be used to store or collect unauthorised software or personal information about others, which they would not normally disseminate.
6. 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).
7. 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.
8. Only grant access to files by other users by setting appropriate protection or file access permissions.
9. Provide identification (for example by student card) when using University computing facilities, on request of a University staff member.

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

11. Abide by any relevant instructions given by the Pro-Vice-Chancellor (Administration and Academic Support), or delegated officer. Such instructions may be issued by notice displayed in the vicinity of computing facilities, by letter, by electronic communication, in person or otherwise.

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

13. In order to maintain the facilities at the best possible level eating or drinking in any of the computer laboratories or general access areas 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 Desk.
- Observe basic safety rules, such as wearing sensible footwear (closed shoes, no thongs) in the computer laboratories at all times, so that the possibility of accidents is minimised.

Copyright

The reproduction of computer programs is prohibited by the Copyright Act, except where the copyright owner has given specific permission or a licence to copy. The University forbids the use of its computing facilities for any purpose that constitutes an infringement of copyright. The University forbids the copying or reproduction of computer programs held by or licensed to it, (with the exception of free and shareware software). Reproduction includes reverse assembly and reverse compilation of programs.

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. It is a users obligation to familiarise themselves with these policies.

Enforcement

Failure to abide by these terms will be treated as misconduct and will be referred to the Pro Vice-Chancellor (Administration & Academic Support). This may result in: -

- denial of access to one or all facilities;
- fines to recover the cost of services used;
- fines to recover the cost of damaged equipment;
- referral to the Vice Chancellor for disciplinary action; 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.

While the University seeks to ensure privacy (see Privacy Policy) it cannot guarantee the confidentiality of any information stored on any University computer or transmitted through its network. Further, for the purpose of managing the facilities, it may be necessary for the University to monitor usage and inspect user data.