

## Information Services Usage Policy for Students

### Policy purpose

North Regional TAFE (NRT) has protocols governing the proper and appropriate use of the Computer Network (hereinafter referred to as “Information Systems”).

### Policy scope

This policy applies to all NRT full-time and part-time students currently enrolled at NRT. The Policy covers the use of all computer or data applications, communications and security systems owned, leased or administered by NRT.

The College holds technology etiquette and security in high regard and users who breach this policy may be reprimanded, with appropriate penalties being administered.

### Policy Statements

North Regional TAFE Information Services will provide students with computer access in all computer classrooms and Learning Resource Centres, in a comfortable and reliable computing environment. As such, all students accessing these computing facilities are required to comply with the guidelines stated in this policy.

### Unacceptable use

Unacceptable use applies to any individual accessing material which could be classified as ‘inappropriate’ or taking part in any behaviors, which could be classified as ‘inappropriate’ or ‘anti-social’. Unacceptable use also refers to any individual who intentionally accesses, damages, deletes, alters, or inserts data without authority. This includes distribution of malicious code of any description (including all malware, virus executables and virus infected files).

Students are to use the resources in a responsible manner and respect the integrity of computer systems, networks and data, and the rules and regulations governing their use as detailed below.

- You must not reveal your password to others nor use another person’s account.
- Users must not tamper with hardware, software or add equipment in the computing rooms. If a malfunction is detected, it should be reported to your lecturer immediately for action by Information Services.
- Only authorised software that is pre-installed by Information Services may be used in the computing rooms. Installation of any applications or utilities by students is prohibited.
- Downloading and/or playing unauthorised games is prohibited.
- Seeking to gain or gaining unauthorised access to any computing, information or communication devices or resources, including, but not limited to, machines accessible via the Internet
- Altering, destroying or preventing rightful access to, or otherwise interfering with, the integrity of computer based information (files, data, passwords, devices or resources).

- Distributing messages to inappropriate or unrelated forums, newsgroups or mailing lists ('spamming').
- Transmitting communications that may be construed as harassment or disparagement of others via the means of electronic 'stalking'.
- Transmissions using abusive or aggressive language.
- All use of computer resources must be directly related to your course/qualification of study.
- It is prohibited to use North Regional TAFE's computers and services for commercial activity.
- You must not use North Regional TAFE's computers or services for any activities which contravene the laws of Australia or its states and territories, or of the destination country in the case of data being transmitted abroad.

## Matters to remember

The role of Information Services staff is to assist with operational status of workstations, software, printers, and the network – not to teach students how to use various software packages or assist with programming or hardware. Assistance with such tasks should be sought from your lecturer.

Monitoring computer usage, including email and Internet use, is carried out regularly. North Regional TAFE reserves the right to retrieve any item/file on the computer system at any time, including email, and information accessed via the Internet.

## Copyright

Students are prohibited from using the ICT network for the purpose of copyright infringement. If you are found to be repeatedly engaging in activities contrary to this policy, your ICT network access privileges may be suspended or removed.

## Violations of this policy

Consequences of misuse or abuse of computing resources:

- warning
- loss of privilege to use computing resources
- referral to administration for discipline
- referral to authorities for legal processing.

Depending on severity, the disciplinary process may include combinations of consequences.