

## Conditions of Student Computer Use - WelTec

The following conditions of use have been set down to ensure all students have reasonable access to PC's to support their studies in an environment conducive to study, and to ensure responsible student use of assets.

Student studios and labs are monitored by WelTec staff. Students who do not comply with the *Student Conditions of Use* will be subject to WelTec's *Misconduct and Breach of Discipline Regulations*.

### Fair Use and Security

#### ***No user of a system shall:***

- Gain access or attempt to gain access to the system without official authorisation.
- Use or attempt to use the system for the playing of games.
- Work in such a way as to cause undue disturbance to other people. This includes keeping noise levels down so that other users can concentrate on their studies.
- Obtain from the system any information to which they are not entitled, modify or erase information, not being entitled to do so, or attempt any of these things.
- Copy or duplicate, or attempt to copy or duplicate software for his or her own use.
- Install/run or attempt to install/run software for evaluation, personal or group use without the written authorisation of the IT Manager. This includes swapping of keyboards, mouse, monitors etc.
- Modify or attempt to modify the way any software package operates on the system without the written authorisation of the IT Manager.
- Generate, modify, store, distribute or display any material, which is or might be offensive to others, or attempt to do any of these things.
- Remove WelTec aids such as software manuals, course disks from labs, computer rooms or student studios.
- Rely on WelTec or any other individual to backup their personal data.
- Download from the Internet unless the download is to be used directly for legitimate course purposes (eg some PDF files).
- Fail to notify IT Support immediately there appears to be a systems or hardware/equipment malfunction.
- Eat or drink at or around PCs.
- Use disks brought to WelTec from *any* outside source without having them checked for viruses. For most students this is done automatically on login.
- Fail to notify IT Support if a virus is detected.
- Use the systems in any unauthorised way.

### Student Conditions of Use: Log in Agreement

#### **You are expected to:**

- a. Use PC for personal study only.
- b. Consider the needs of others at all times.
- c. Show your student ID on request from a staff member.
- d. Notify your tutor or IT Support if there is a systems or equipment malfunction.

#### **Remember:**

- No Internet or CD-ROM computer games
- No listening to music or sound files without headphones
- Sounds should not be audible to others
- No downloading from Internet (unless authorised for specific course purposes)

- No installation of any software (unless specifically authorised or installed by WeITec staff)
- No copying of software is permitted
- No drinking or eating at PCs
- If you need to use a PC in a scheduled classroom, you need the permission of the tutor
- Inappropriate behaviour or non-compliance can lead to immediate disablement of your network account
- That by logging on you are deemed to have read and agreed to these conditions.

## **Student Rights and Actions**

### **What can you do if the actions of other students are causing concern:**

If, while working in any designated computer/study area a student feels that their ability to work is being compromised by the behavior or actions of others, they should take the following action:

- Point out to the offending student/s that they are affecting your ability to work, and ask them to stop.
- If you do not feel safe to do this and the behaviour persists for more than 10 minutes, locate a WeITec staff member and ask for assistance.
- Alternatively report your issue to the IT Support Office.

### **Disciplinary Action**

The *Misconduct and Breach of Discipline Regulations* detailed in the Student Handbook, can be invoked by any WeITec staff member.

Staff have the discretion to request a student to comply with the *Conditions of Student Computer Use*, or to request IT staff to disable a student account.

- The initial disablement period is one day.
- Second disablement period is three days.
- Third disablement period is five days.
- The matter is then referred to the Head of School.

Where a student has had their account disabled three times, or where there is an event of sufficient consequence, the Head of School will take disciplinary action as outlined in the *Student Handbook*.