

Information Technology Facilities Use Guidelines

1. Ethical Use

- a) Do not place software or other files on University computers where these may lead to damage or legal charges (destructive programs such as viruses, pirated software, etc.).
- b) Do not use the facilities to make unauthorised copies of copyright, licensed or patented material.
- c) Do not use the facilities to defraud or to create false or misleading information.
- d) If provided with a key, keycard, or password to access a facility, take all reasonable precautions to avoid unauthorised use by others. Do not, for instance, leave terminal sessions logged on, allow others to use your personal access, or violate the confidentiality of information available to you.
- e) Do not act as though you intend to break the law. Do not, for instance, attempt to guess an access key or password to gain unauthorised access to local or remote facilities.
- f) Do not attempt to access any areas of any systems for which authority has not been granted.
- g) Do not attempt to monitor or read another user's files or communications.
- h) Report unethical activity to University staff promptly.

2. Appropriate Use

- a) Labs are available for use only by University staff and students and authorised external users.
- b) Unofficial work of a personal, non-profit nature is permitted, provided official work is not affected. However, access to AARNet is only allowed in connection with research, educational or administrative functions of the University.
- c) Users needing a machine for University work can ask people engaged in personal work to give up their place at a machine, even if the user performing personal work had a prior booking.
- d) Non-University related commercial activities are not allowed.
- e) When using general-access labs, do not use software from other departments' servers since such use restricts normal access by those departments to their software resources.
- f) Do not waste computer resources (e.g. unnecessary printing) or disadvantage other users by monopolising equipment, network traffic, etc.

3. Co-operation

- a) Do not attempt to harass others by using the facilities to deliver obscene, vulgar, threatening, or unnecessarily repetitive information.
- b) Do not destroy, damage, hide or alter facilities, information or files.
- c) Do not interfere with, interrupt, or obstruct the legitimate use of the facilities, networks or software products.
- d) Be punctual when using booked facilities.
- e) Keep the facilities clean, tidy and free of hazards.
- f) Report facility malfunctions promptly.

4. Computing Laboratory and Video Conference Room Access

- a) Do not alter the configuration of hardware or software. This has been set up to cater for a wide range of users.
- b) Leave each piece of equipment set up as you found it. On computers put temporary files in a Guest folder or temporary directory.
- c) Do not bring food or drink into the venue.

- d) Follow any directions posted in the venue by departmental staff.
- e) Do not loan your key or keycard nor disclose your access code or password to anyone. Take precautions against unauthorised access, for example, don't enter your code so that others will see it or leave your key or keycard unsecured.