

## Student Computer Usage - Policy

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|----|---------------------------|------------------------|
| 1. | <b>Name</b>               | Student Computer Usage |
|    | <b>Number</b>             | QC 171 Version 1       |
|    | <b>Person Responsible</b> | IT Services Manager    |

### 2. **Policy Statement**

The Eastern Institute of Technology operates a computer facility, which supports a wide range of services and associated equipment. These facilities are available to students who are enrolled at EIT. They are operated and maintained by the IT Services section.

Before accessing these computer facilities, students must have read, understood and agreed to the terms and conditions of this Computer Usage Policy.

#### ***Use of Computer Facilities***

Definition: For the purposes of this Policy, unless stated otherwise, "System" means any computer controlled and operated by the Eastern Institute of Technology whether it is at Taradale or at the off-campus locations.

To ensure the security of the EIT computer facilities, all students are required to:

1. Obtain the appropriate authority before:
  - a) accessing or attempting to access the System.
  - b) allowing any other person to access the System.
2. Only access, alter or delete information on the System they are authorised to use.
3. Use the System for the purposes for which access is granted.

Regardless of circumstances, username and passwords must never be shared or revealed to anyone else besides the authorised user. To do so exposes the authorised user to responsibility for actions the other party takes with the username and password.

#### ***Improper Use of Computer Facilities***

Improper Use of Computer Facilities includes:

- Having or accessing another student's data files, unless this has been authorised by the tutor.
- Using another person's username and password or allowing any other person to access their account.
- Using computer programs to decrypt, capture passwords or control information.
- Attempting to circumvent or subvert system security measures or being in possession of programs that are capable of doing so – regardless of intent.
- Engaging in any activity that may be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, changing data or damaging files.
- Using illegal copies of copyrighted software, storing such copies on institutional systems, or transmitting them over the institution's networks.
- Using email or messaging services to harass, intimidate or otherwise annoy another person. This includes mass mailing of electronic messages.
- Using the Institute's facilities to do work for individuals or organisations outside of the institute.
- Storing, displaying, downloading, receiving or forwarding by email any materials on the EIT computer systems, which are objectionable, offensive, slanderous or illegal.

- Installing any computer programs, except where it is deemed necessary by the tutor for use in the programme/course.
- Downloading or the storing of music or video unless it is a course requirement and the express written permission of the tutor or IT Services has been obtained.
- Connecting any non-EIT computer system or device to the EIT computer network without the express written permission of IT Services

**3. Persons/Groups Affected**

- Staff and Managers
- Students

**4. Consultation Process**

Managers and Staff who are affected by this policy were consulted during its development, and will be consulted at the time of review.

**5. Quality Outcome**

- a) Faults will be rectified as soon as possible.
- b) Agreed Software will be installed in computer classrooms.
- c) Correct bookings of Computer rooms will occur.
- d) Electronic mail facilities will be used properly.

**6. Output Standards**

- a) Interest of computer users is safeguarded.
- b) Misuse of computer hardware and software is minimised.

**7. Compliance Standards**

- a) All faults will be recorded in the IT Services Faults History Log.
- b) All faults will have a final resolution.
- c) Computer Technician's instructions are adhered to.

**8. Reporting Requirements**

**9. Key Dates**

Date when first registered	June 1994
Date upgraded on	
Last reviewed	April 2004
Next review date	April 2007

Refer to procedure: [PC172 Communications](#)

Refer to guideline: [CG172 Computer Services Guidelines](#)