

PURPOSE

The Eastern Institute of Technology has an information technology system that supports a range of systems and services. IT Services operate and maintain the system. Students enrolled at EIT are able to use these systems. Before accessing computer systems students need to read, understand and agree to the terms and conditions of the Student Computer Usage Policy.

PERSONS / GROUPS AFFECTED

- Students.
- Management.
- Staff, Including contractors.

CONSULTATION PROCESS

IT Services will consult with relevant staff, and seek input from specialist individuals or agencies.

QUALITY OUTCOMES

- a) All users will be able to access EIT's Information Technology systems and services without disruption.
- b) IT Services staff will be able to preserve the integrity of data, the availability of the system and the security of the Information Technology systems and services.

OUTPUT STANDARDS

EIT's Information Technology systems and services have a high level of integrity, reliability and security as measured by availability tracking mechanisms and client feedback.

COMPLIANCE STANDARDS

- a) There are no breaches of this policy.
- b) All incidents are recorded in the incident management system.

REPORTING STANDARDS

Reports on IT services and support are provided to the Director, Information Technology and Facilities on request.

Use of Computer Systems

Definition: For the purposes of this Policy, unless stated otherwise, “System” means any computer controlled and operated by the EIT. This includes computers not owned or operated by EIT but which are connect to a system that is controlled and operated by EIT.

To ensure the security of the EIT computer facilities, all students must:

1. Gain proper authority before:
 - Accessing or attempting to access the System.
 - Allowing anyone else 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 purpose they were given access.
4. Username and passwords must never be shared or shown to anyone else other than the authorised user. If you do this you are responsible for any unauthorised use someone else takes with the username and password

Improper Use of Computer Systems

Improper use includes:

1. Having or accessing another student’s data files, unless the tutor has authorised this.
2. Using another person’s username and password or allowing any other person to access their account.
3. Using computer programs to decrypt, capture passwords or control information.
4. Attempting to circumvent or subvert system security measures or being in possession of programs that are capable of doing so – regardless of intent.
5. 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 settings.
 - Changing data or damaging files.
 - Physical damage.
6. Using illegal copies of copyrighted software, storing such copies on EIT systems, or transmitting them over EIT networks.
7. Using email or messaging services to harass, intimidate or otherwise annoy another person. This includes sending mass electronic messages.
8. Using EIT facilities to do work for individuals or organisations outside EIT.
9. Receiving, downloading, showing, storing or forwarding by email any material on the EIT system which is objectionable, offensive, slanderous, or illegal.

10. Installing any computer software, not approved by the tutor for use in the course or programme.
11. Downloading, uploading, or storing music, video, computer software or copyrighted information, unless it is a course requirement. This must be specifically approved in writing by the tutor or by IT Services.
12. Connecting any non-EIT computer system or device to the EIT computer network unless you have written permission from IT Services

At all times EIT has the right to inspect the contents of any student account and to take appropriate action where necessary. EIT reserves the right to copy and examine any files or information on EIT Systems that might relate to inappropriate use. If anyone breaches the policy EIT may close down your user account and stop access. If any New Zealand law is broken EIT may also refer the incident to the appropriate agency. Some cases of computer misuse will be dealt with by the Executive Dean/Director and action taken accordingly.

Legislation covering operation and use of EIT's computer systems include (but is not limited to):

- Unsolicited Electronic Messages Act 2007
- Privacy Act 2020
- Harmful Digital Communications Act 2015
- Films, Video and Publications Classification Act 1993
- Human Rights Act 1993
- Crimes Act 1961
- Copyright Act 1994.

Document information – Office use only	
Document Name	Student Computer Usage
Document Number	QC171
Executive	Director, Information Technology and Facilities
Owner	Director, Information Technology and Facilities
Developer	Technical Project Leader, IT Services
Review Frequency	36
Last Review	30/10/2018
Next Review	30/10/2021
Related Items	Related Documents
Version history	New format May 2018 Migrated format March 2023