EET UNSW

SCHOOL OF ELECTRICAL ENGINEERING AND TELECOMMUNICATIONS

COMPUTER LABORATORY USAGE POLICY

Please note, the facilities are monitored. Breaches of the conditions outlined below can lead to removal of access privileges and/or disciplinary action by the Head of School or the University.

Only authorised personnel/students may use the computer facilities provided by the School. You are authorized only if you have been given an account on the School of EE&T network. Please keep your password in a safe place and do not disclose it to anybody, and please do remember to log off before leaving the lab.

You should view the general UNSW "Rules Relating to Student Use of Computing and Electronic Communications Facilities" online at
https://my.unsw.edu.au/student/resources/ComputingCommunicationRule.html

You must comply with the UNSW rules, and in particular the following regulations apply to the use of the School computer laboratories:

1. Your use of the facilities must be limited to activities related to your official School of EE&T study or work program. The School laboratories are not Internet caféés; please do not use them as such.

2. No smoking, eating or drinking is permitted in the labs. The equipment is far too susceptible to accidents to allow exceptions. Please leave food and drinks in your bag, not on the computer benches.

3. Do not allow others to access or log on using your account details. You are responsible for any actions performed under your user ID.

4. Do not allow unauthorized students, friends or family to access the Computer laboratories. Authorised users each have their own access via the Cardax swipe terminals.

5. Do not place rubbish, soiled paper or other waste in the paper recycling boxes.

6. Do not generate frivolous or multiple print jobs without specific approval from a supervisor. Printing of non work related material, manuals, books, newspapers, articles, images or "recreational" material is not permitted.

7. Do not attempt to interfere with the equipment in any way. Vandalism, theft, or wilful damage will not be tolerated.

8. Do not tamper with other users' accounts in order to gain access privileges or other resources to which you are not entitled on the School, UNSW, or any other systems. This includes trying to thwart the system security, setting password traps or any other antisocial behaviour.

9. The facilities may not be used for commercial purposes.

10. The facilities may not be used to conduct any activities that impact adversely on other users, or that adversely affect the School's or University's image or reputation. This includes preparing, storing, displaying, receiving or transmitting racist, pornographic or other offensive or illegal material, as well as any activity likely to overload any computer or network link, both internal and external.
    Any action that results in a complaint from an external party will be considered a serious offence.

11. Do NOT attempt to install or upgrade ANY software, or modify computer systems without specific approval from the IT/Laboratory Administrator. If you have particular software/hardware requirements not currently available, please discuss the issue with your lecturer and the IT/Laboratory Administrator.

12. Do not use School issued software in any unauthorized manner, eg producing illegal copies; and do not store copyright material in a publicly accessible place.

13. Do not connect notebooks, laptops or any other devices, to the network outlets/sockets or computer systems without first obtaining permission and instructions from the Laboratory Administrator. Do not tamper with the system configuration settings assigned by the IT/Laboratory Administrator. Personal notebooks connected to the network must comply with the UNSW policy on security as outlined in *http://www.its.unsw.edu.au/policies/docs/UNSW_ITSecurity_Policy_2004.pdf* and *http://www.its.unsw.edu.au/policies/docs/IT_Security_Stds_2004.pdf*

Users found indulging in illegal activities will be subject to disciplinary action by the Head of School or the University.

PLEASE COMPLETE THE SECTION BELOW AND RETURN THIS DOCUMENT TO THE SCHOOL OFFICE. FAILURE TO DO SO WILL RESULT IN THE CANCELLATION OF YOUR ACCOUNT

I, ……………………………………………………., Student number, z……………………
         (Please write your full name)

have read and accept the **Computer Usage Policy** of the School of Electrical Engineering and Telecommunications. I understand that breaches of the conditions outlined above can lead to removal of access privileges, fines and/or disciplinary action by the Head of School.

Signature: …………………………………………Date: ………………………