

1. General

This document describes the Department's conditions governing the use of all computing facilities, resources and software provided by the Department of Computing at Curtin University of Technology.

This document has been designed to ensure the security of copyrighted software, to prevent the misuse of facilities and resources and to encourage the use of these facilities in a legal, ethical and responsible fashion.

All users (students, staff and affiliated guests) that undertake study, work or research within the Department that require computing access must sign and/or accept these terms and conditions described in this document.

2. Disclaimer

The Department accepts no responsibility for loss or damage that may arise directly or indirectly for the use of computing facilities and resources. The Department also makes no warranty, express or implied regarding the facilities or their suitability for any particular purpose.

The Department reserves the rights to, without notice, modify, upgrade, withdraw or otherwise alter facilities provided.

The Department reserves the right to examine all computer data and software on its facilities, to monitor usage in order to ensure compliance with these and University conditions and to ensure the facilities function in a secure, efficient and effective manner.

The regulations are supplementary to any Statutes, rules, regulations and By-Laws in force at Curtin University of Technology. Such Policies can be seen at the following web site:
<http://governance.curtin.edu.au/>.

3. Users

These conditions apply to all users (students, staff and affiliated guests) within the Department of Computing or anyone undertaking floor space or network access - whether internal to or external from, with appropriate access.

Apart of enrolling in any course or unit offered by the Computing Department (or commencing work with), you will be required to sign and/or accept these terms and conditions in order to use the department's facilities and resources. By doing so, you will have been deemed to have read, understood and agree to abide by these terms and conditions at all times whilst using the facilities and resources at the Department of Computing.

4. Breaches

If you subsequently fail to abide by or breach any of these terms and conditions you will be subject to disciplinary measures available under University legislation and common law.

You may expect access to computing facilities and resources and all other privileges be suspended or withdrawn and you may face a fine or a claim for damages.

The System Administrators may suspend you and your computing access for a period of up to one week.

The Head of Department may suspend you and your computing access AND exclude you from the University for up to two weeks and possibly recommend you be terminated from your enrolled course.

The Executive Dean (Engineering, Science and Computing) may exclude you from the University for up to four weeks and terminate you from your enrolled course.

University exclusion means that you are not permitted onto University grounds - even if you have tests, assignments due or exams to sit.

Students disputing suspension shall have the rights accorded to them under Clause 10 of Statute 10.

5. All Users

Any facilities provided for users are for the express purposes of teaching, learning, research and development and may not be used for any other purposes.

Users must not install, copy or run any software to or from any Department facility without the appropriate authorisation (Head of Department and/or System Administrator).

Users must not attach to the Department's network and/or power sources any computers or devices from an external source (including notebooks). The only computers and devices allowed to operate within the Department are those purchased by the Department of Computing, Curtin University of Technology or with appropriate authorisation (Head of Department and/or System Administrator).

Any user in breach of any part of these regulations will be considered to have committed an act of misconduct and will be subject to disciplinary action.

6. Computing Facilities and Resources

Facilities and resources covered by these conditions include every kind of computer, software, network and related facility located in the Department of Computing or under control of the Department.

It includes all peripherals, media and software associated with that equipment. It also includes all facilities owned or loaned by the Department under agreement by a third party.

7. Authorisation

Authorisation, as required by these conditions, can only be granted by the Head of Department, or by staff so authorised by the Head of Department (e.g. System Administrator).

8. Computer Use Regulation

8.1 Access to Facilities

You may use only those facilities that you have been properly authorised to use. You may not use any facility in such a way that reflects poorly upon the Department or University in part or as a whole.

Where use of the Department's facilities is governed by a password, access card or secret code, then that password, access card or secret code must not be divulged to any other person without appropriate authorisation.

Any computer account allocated to you is for your exclusive use. You must not allow another person or entity to use it without the proper authorisation.

You must not attempt to find out the password or secret code from another user, or to gain access that you have not normally been granted.

You must take every reasonable precaution to ensure that your passwords, access, accounts, software and data are adequately secured (i.e. not visible to any other user by default).

You must not use the Department's facilities, resources, your access or account for non-Departmental or non-University related use.

The Department will allow users to use such facilities (e.g. computer) to view limited resources on the Internet (e.g. checking e-mail from a web based e-mail provider, reading news articles regarding local and world news and current affairs). Such viewing and usage should remain minimal and not interfere, disturb or affect any other user(s) in the room, laboratory, office or area.

Downloading games, comics, jokes and music files is not allowed and is considered "a waste of bandwidth".

Viewing, distributing, downloading, printing or harbouring pornographic material is not allowed.

A user caught breaching the above condition (pornography) will be deemed to have committed a serious offence and may not only be terminated/sacked from the University, but may also be subject to criminal prosecution under common State and Federal Law.

If you are unsure about the material you are viewing, have come in contact with or are downloading, you should consult the System Administrators and seek assistance and/or instructions.

8.2 Security

Regardless of the prevailing security, or lack thereof, you shall not access any data or software except that which belongs to you or has been provided for your use.

You must not attempt to examine, disclose, copy, rename, delete or modify the data of another user without their express permission first hand and obtained.

You must not attempt to recover deleted data or discard listings that do not belong to you.

You must not attempt to subvert or circumvent any restrictions imposed upon your use of any facility or resource.

You must report to the proper authority without delay any breaches of security. Failure to do so may result in you being cited as an accomplice to the breach - and penalised accordingly.

9. Software Copyright / Licence Regulations

Under Australian Law all software is copyright by the author whether it explicitly contains a copyright notice or not. You must be aware of and abide by the relevant provisions of the Copyright Act as they apply to computer software including the following:

Software must not be copied except with the express permission of the copyright holder. Software must not be adapted (including translation from one language to another) without the express permission of the copyright holder.

The Department's computing facilities must not be used to make illegal copies of any piece of software. Illegally obtained software must not be used on the Department's computing facilities.

You must comply with any provisions of any licence under which software is made available. You must not make use of any software of whose origin you are unsure. You must not assume that any software is open-source/public domain unless it is clearly so labelled.

10. Physical Building Access

Access to Building 314 (and other areas under the Department's control) is granted to all users that are affiliated with the Department of Computing.

Students (that are enrolled in units offered by the Department of Computing) and Tutors are granted access to the Level 2 Laboratories. Research Students (Honours, Masters and Doctorates) are, in addition granted access specific areas of Level 3 and 4 (e.g. Level 3 Honours Lab, assigned cubicle on Level 3/4). All students must not attempt to enter areas they are not normally allowed to enter without the appropriate

authorisation.

Staff and affiliated Guests are allowed access to all level (Level 2, 3 and 4) as well as the Staff Room, Boardroom, Administration areas and System Administrator's office.

The System Administrators (and Head of Department) are the only ones allowed in the Server, Communications and Technical Workshop rooms.

No one is allowed to use the Fire Exits for any purpose unless in the event of an emergency (e.g. the fire alarm has gone off).

11. Wireless Networking

The terms listed in this document apply for the wired and also wireless network.

Users participating on any Department or University wireless network will abide by these same terms. Users will also not attempt to not configure their wireless enabled computers and/or devices to cause harm, conflict, act in a promiscuous type way or interfere with any other wireless user or device.

Any extra authentication required to gain access to the wireless network (e.g. passwords, SSID's, WEP Keys) must not be divulged to a third party without the appropriate permission.

12. Reservation

The Head of Department reserves the right to make any changes to this document at any time they see fit.