

School of Information Technology and Electrical Engineering

Usage Conditions for Computing Laboratories and Facilities

The laboratories and computing facilities in the School of Information Technology and Electrical Engineering are provided for use in academic work prescribed by the School only. Improper use both inconveniences and disadvantages other users.

All student laboratories are fitted with surveillance devices. Obtained information is both monitored and recorded, and may be inspected by School Staff at any time.

Use of the facilities by a student is granted under condition the student shall not:

1. use the facilities (either via locally or remote access methods) for any purposes other than those prescribed or explicitly permitted by the School,
2. cause damage to, or disable, computing equipment or other laboratory facilities, either wilfully or through negligence,
3. allow access to his or her account by any other person (for example, by divulging his or her password),
4. access another person's account,
5. attempt to access any computer system for which they do not have a valid account,
6. attempt to circumvent any form of hardware or software protection, or any prescribed resource limits,
7. download or transmit data not directly related to their Information Technology and Electrical Engineering courses,
8. access any other person's files without explicit permission,
9. perform any action, such as the reproduction, installation or use of unlicensed software, which is in breach of the Copyright act,
10. install any unauthorised software on School computers,
11. delete or modify any School installed software,
12. encrypt any information held in his or her files,
13. smoke, eat or drink in laboratories,
14. lend another person laboratory keys or access cards, or otherwise compromise the physical security of a laboratory,
15. provide access to the laboratories to others either through "swiping them in" or opening the door to let them in.
16. enter a laboratory either outside the times which he or she is authorised to use the computing facilities or when the facilities are signed as unavailable, regardless of whether the laboratory is physically accessible or not,
17. bring persons who are not authorised to use the computing facilities into laboratories,
18. perform any deliberate action which disrupts or adversely affects the use of the facilities by any other person,
19. remove any School property from any laboratory.
20. locking or otherwise reserving lab PC's for longer than it takes to pick up a printout

Students using the facilities also shall:

1. carry approved University Identification (for example, a valid Student ID Card) which may be used to verify his or her authorisation to use the facilities as well as, where applicable, their swipe card,
2. return their swipe cards at the end of their degree to the ITEE office,
3. Notify one of the following sections if their swipe card is lost:
 - a. during business hours (8:00 – 16:30) – ITEE office, Room 78-217, ext. 52097/53984
 - b. outside business hours – Security ext. 51234

A reissue fee is charged on all replacement cards and must be paid prior to receiving it.
4. notify School staff if they are aware that any of the above conditions are violated.

All students are expected to cooperate in using the facilities in a sensible and considerate manner.

No right to personal use exists. Accordingly, security procedures may involve the inspection of files and/or request for identification at arbitrary times.