

Acceptable Use of IT Services

North Metropolitan TAFE provide students with the following information and technology (IT) services for learning and research purposes, during their enrolled unit, course or pathway of study:

- a) Access to computer software and equipment
- b) Access to wireless (low speed) and wired (high speed) communications services
- c) Access to the Internet.

In using these services, all students have a right to be treated fairly and have an obligation to act responsibly. All students using North Metropolitan TAFE IT services are required to comply with the guidelines for acceptable use.

Guidelines

- a) Use North Metropolitan TAFE IT services in a manner which is ethical, lawful and not to the detriment of others
- b) Use only North Metropolitan TAFE IT services you have been authorised to use
- c) Only access IT services on sites outside North Metropolitan TAFE with the owner's permission and in a manner consistent with the owner's conditions of use
- d) Actively defend your access to North Metropolitan TAFE IT services from unauthorised use by others, including complying with the Student Password Policy
- e) When using North Metropolitan TAFE IT services you shall produce your ID card if requested to do so by an authorised member of staff
- f) Abide by instructions given by your lecturer or other staff member. Such instructions may be issued by notice displayed in the vicinity of North Metropolitan TAFE campuses, by letter, by electronic communication, in person or otherwise
- g) When your enrolment ceases, your access to North Metropolitan TAFE IT services will be terminated without notice. You are responsible for personal information you have stored within North Metropolitan TAFE IT services and must make arrangements for its retention and/or removal as appropriate prior to cessation of your enrolment
- h) You may use North Metropolitan TAFE IT services for incidental personal use (e.g. occasional emails and web browsing during study breaks) provided that such use does not interfere with North Metropolitan TAFE business operations, does not breach any Federal legislation, State legislation or North Metropolitan TAFE policy or any conditions of use or licence agreement
- i) You may bring your own computer to campus and utilise wired (high speed) or wireless (low speed) communications services provided by North Metropolitan TAFE. This policy must still be complied with if you are using your own computer. In addition, you must take measures to ensure your computer does not adversely affect the IT services of North Metropolitan TAFE.

Unacceptable Use

Unacceptable use may include but is not limited to:

- a) Obstructing others in use of North Metropolitan TAFE IT services
- b) You shall not use another student's digital identify without authorisation, nor shall you attempt to find out the password of another student, access or alter their information
- c) You shall not attempt to subvert security measures in any way, nor use a false identity when using North Metropolitan TAFE IT services
- d) You shall not possess any tools nor undertake any activities that could result or assist in the violation of any North Metropolitan TAFE policy, software licence or contract. Examples of these prohibited tools include viruses, trojan horses, worms, password breakers, network packet observers or sniffers. Examples of prohibited activities include creating ping floods; spoofing packets; performing denial-of-service attacks; forging routing information for malicious purposes; scanning for vulnerabilities; or other computer hacking techniques
- e) You shall not attempt to adversely interfere with the operation of any of the North Metropolitan TAFE IT services. For the purposes of this document, interfering includes wilful physical damage, wilful destruction of information, wilful interruption of normal operations, and accessing restricted areas
- f) You shall not wilfully waste IT services. For example, wasting network bandwidth by downloading or sending large amounts of material that is not study-related
- g) You shall not use North Metropolitan TAFE IT services to send obscene, offensive, bogus, harassing or illegal messages
- h) You shall not use North Metropolitan TAFE IT services for commercial purposes nor publish or circulate information about other organisations via North Metropolitan TAFE IT services
- i) You shall not use North Metropolitan TAFE IT services in a way that breaches any North Metropolitan TAFE policy
- j) You shall not use North Metropolitan TAFE IT services in a way that would be considered to pose cyber threat or social engineering risk to North Metropolitan TAFE or any other party
- k) You shall not intentionally create, view, transmit, distribute, copy or store pornography or objectionable material via North Metropolitan TAFE IT services
- l) You shall not intentionally create, view, transmit, distribute, copy or store any information, data or material that violates Federal legislation or State legislation. For example, you shall not view, store, send, or give access to material regarded as objectionable by the WA Classification (Publications, Films and Computer Games) Enforcement Act 1996 No. 40 (e.g. sexually explicit material involving children, incitement to violence, torture, and bestiality). You shall also not give a person under the age of eighteen years of age access to material regarded as restricted by the WA Classification (Publications, Films and Computer Games) Enforcement Act 1996 No. 40 (e.g. matters of sex, drug misuse or addiction, crime, cruelty, and violence)
- m) You shall not attempt to conceal or erase the evidence of a breach of North Metropolitan TAFE policy.