Rationale

The College computer network, including access to the Internet, is a valuable facility intended for use in teaching, learning, research and administration. It represents a significant investment in equipment cost and support salaries, and as such must be used appropriately.

Appropriate use of the network, including the Internet, reflects high ideals of honesty, integrity, and consideration for others. It demonstrates respect for the intellectual property rights of others, for an individual’s rights to privacy, as well as rights to freedom from intimidation, harassment and unwarranted annoyance.

Users must develop the necessary skills to use resources effectively so as to complete tasks in a timely manner. The use of computerised systems and electronic communication is a core part of the College’s operation.

While the use of email can be a valuable means of communication and a way of enhancing staff interpersonal relationships and staff morale, it can also be source of time wasting and irritation. Thus the use of email needs to be considered carefully.

Copyright laws protect authors and publishers by giving them certain exclusive rights to their material. In addition, copyright laws provide an environment where the creative future of the nation is protected and promoted. Unauthorised copying deprives authors and publishers of valuable income and reduces the incentive to create new works. In all cases, users may only reprint, download, or copy information in accordance with the provisions of the Copyright Act.

Copyright laws also specifically protect software. It is illegal to copy and use software except as allowed by the licence for that software. It is not permissible to install software on the College’s computers or to copy software from the College for use at home without authorisation. The Network Administrator has responsibility for determining the extent to which software may legally be used.

At St Edmund’s College, we believe that the access to valuable information available on the Internet outweighs the possibility that the user may obtain material which is undesirable, offensive, illegal or of questionable educational value. For these reasons, the College has designed a policy for computer use that is designed to maximize the efficient use of facilities while protecting the freedom and rights of individual users.
ST EDMUND’S COLLEGE COMPUTER USAGE POLICY
TEMPORARY USERS’ AGREEMENT FORM

Purpose

This agreement is designed to ensure that temporary users of the St Edmund’s College Computer Network are aware of and agree to abide by the College’s conditions of use. It highlights issues such as privacy, security and appropriate use of the Network.

Conditions of Use

Users of the Network must agree to:

• Limit their use of the Network to the educational or administrative purposes for which they are required to have access.

• Be mindful of Network security, including the use of passwords and the material that is accessible on the Network.

• Not install or download copies of any programs on the Network.

• Not access or disclose any personal information about members of the College community that may be viewed on the system.

• Not contravene any Commonwealth, State or territory laws when using the Network.

• Observe all the normal rules relating to copyright and privacy.

• Notify College staff immediately if there is a technical problem or inappropriate Internet sites are accessed inadvertently.

• Log out at the end of the day or when leaving a computer in a shared or insecure area.

• Take care when opening emails to ensure that no inappropriate material is being accessed and no contaminated files are being opened.

I agree to abide by the conditions listed above:

Name:

Signature:

Date: