

International College of Hotel Management

COMPUTERS AND INTERNET POLICY

Personal Computers (on the TAFE network in classrooms, computer labs and the Learning Resource Centre (LRC))

All staff and eligible, enrolled students at TAFESA Adelaide North will be supplied with a network login for access to email and the Internet, for educational or work related purposes only.

By accepting a login to the TAFE SA Adelaide North computing facilities, students accept the responsibility to use those facilities according to specific institute policies established for computer operations on and off campus. Students will be required to read and acknowledge the *User Agreement* when logging on to the TAFE network for the first time each semester.

A copy of the *TAFE SA User Agreement* is found at *Appendix A*

Personal Computers supplied by ICHM Pty Ltd to students resident in Regency International House (RIH)

Residents of ICHM residing in RIH will be provided with the use of a personal computer and **limited access** to the internet through a private network from their bedrooms. Students may exploit a wider range of activities on this network, including for personal use, social networking and entertainment. Additional access to the internet may be purchased at cost from RIH Reception.

Users will be issued a unique user names and passwords for the computer and for access to the internet which may not be shared with others.

The *ICHM User Declaration* for the use of computers and access to the internet in Regency International House is attached at *Appendix B*.

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Appendix A

USER DECLARATION

I undertake to ensure that my PASSWORD is kept **confidential**, and acknowledge that unauthorised use of my personal USER - ID may result in the integrity of the system being compromised. I further accept that I am responsible for ensuring my personal USER - ID is not shared and is only used for proper and authorised activities. **I have read and understand the Policies for use of computing facilities and I will observe and be bound by the conditions of the policy at all times. I undertake that if there is access to any services associated with my account for which charges are payable in addition to the basic Internet access charge, I will pay the Department all such charges, unless specifically authorised to incur this cost.**

1. Access is for official or designated duties and not for private, business or political purposes.
2. All data stored on any machine or network remains the property of the Institute and can be accessed, and / or removed at any time.
3. Not intentionally or by negligence, must you divulge to any person the password(s) associated with your login, or allow others to use that login.
4. Always logout of the system when leaving a workstation. You are liable for the use of the computing facilities at all times when you are logged in.
5. **No software or applications are to be loaded/downloaded, used or stored on the computers unless licensed to TAFE SA Adelaide North (or the previous institutes) and its campuses, and then only following agreement from the Manager of Information Communication Technology Services.**
6. Unless specifically authorised, do not intercept, download or attempt to electronically read another user's files, transmissions or electronic mail.
7. The principles of conduct apply to all employees when using e-mail, the Internet or engaging in any other related activity.
8. **Specifically, the access, transmission, retrieval, storage or display of:**
 - **sexually explicit material**
 - **hate speech or offensive material**
 - **material regarding illicit drugs or violence**
 - **material regarding criminal skills and/or illegal activities**
 - **material of a defamatory, discriminatory or harassing nature****is strictly forbidden if that material does not form part of a legitimate educational inquiry.**

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9. This includes accessing any sites or forums that deal with these materials. Any such material stored on network file servers or on departmental computers will be removed. Non-compliance with these directives may give rise to a charge of disgraceful or improper conduct and any such material may be used as evidence in disciplinary proceedings against an employee. If found guilty of disgraceful or improper conduct, the user could be liable to disciplinary action imposed by the Chief Executive. Furthermore, any material found that may be related to child pornography or paedophilia will be referred to the SA Police and may lead to a criminal charge.
10. The Department of Further Education, Employment, Science and Technology reserves the right to monitor e-mail and Internet activity undertaken, using resources provided by the department. This will also apply to situations where access to the Internet or e-mail at home or elsewhere using departmental equipment and/or Internet service. Systematic audits of Internet and e-mail usage will be conducted.
11. Do not breach State and Commonwealth laws or regulations on Equal Opportunity, Sexual Harassment, Copyright, Electronic Access or Privacy in your use of Departmental computer systems
12. Software and/or applications in operation are licensed only for Institute use. They may not be copied for further distribution.
13. Users are not to use software or applications that are not part of those specified for their respective enrolment group. This includes network commands.
14. Users must not attempt to rectify equipment or network errors by connecting or disconnecting cables or changing configuration files.
15. Users of the computing facilities must not in any way, attempt to modify any software or hardware settings that may alter the integrity of the computer. Attempting to set illegal passwords on files, BIOS set-up or any other configuration will result in instant revoking of your network login.

Please Note:

Users are *advised* not to store any data on the Hard Disk drive of the computer in use as this data is not backed up and can not generally be retrieved if the hard drive fails. Users that do store data on the computer / laptop hard drive are recommended to also store a copy on the network so it can be backed up and restored following a disaster such as a hard drive failure. Further it is suggested that users also keep a backup copy of such data, e.g. on a CD-ROM or possibly a USB pen drive.

The consequences of not following the Policies regarding the use of Institute computing facilities could result in down time of the system - at a great cost of time and money to the Institute and other users.

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User behaviour and practices are constantly monitored by the system and by the staff of the Institute.

Disciplinary action will be taken against any user found to be in breach of this policy for use of the computing facilities.

A breach of policy may require staff or students to meet with the Educational Manager, Equal Opportunity Officer or the Director, to discuss the details of the breach. Ignorance of the policies will not be accepted as an excuse for violation of the agreement.

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Appendix B

USER DECLARATION (ICHM Computers in bedrooms at RIH)

In consideration of my being granted exclusive use of a personal, desktop computer while living in Regency International House (RIH), I acknowledge the considerable investment this represents to the College and, therefore, agree to be bound by the following rules and conditions. I understand that these rules and conditions are supplementary, and do not replace, any other ICHM Rules and Conditions, Policies or Procedures or those related to the use of computers and access to the internet on the TAFE SA network.

1. I acknowledge receipt of a personal, desktop computer (Acer Veriton S460), monitor (Acer LCD, 19"), USB keyboard and optical mouse, security locking cable, network cable and power board. The computer is in good working order.
2. I agree to keep all passwords and log-in details strictly confidential and that I will not divulge them intentionally or by negligence to anyone else. I acknowledge that I will be solely responsible for any activity engaged in through the computer or the internet log-in assigned to me.
3. I agree that I will not tamper with the security locking mechanism or access, in any way, the internal hardware of the CPU. I understand that any attempt to tamper with, substitute or otherwise alter the internal or peripheral components of the computer is strictly forbidden.
4. I agree to take all reasonable care of the equipment entrusted to my care and will report all hardware or software problems to RIH Reception staff but only after following fault correction procedures given to me.
5. I agree to take all reasonable care to prevent theft or damage to the equipment and that, in particular, I will ensure my room is locked at all times when unattended. In the event of loss or damage through neglect or wilful misconduct, I agree to repay for the loss or damage as assessed up to the full replacement cost and that any bond monies held by RIH may be used for this purpose. All matters of neglect and misconduct are also subject to review under the general provisions of the *ICHM Policies and Procedures*.
6. I agree not to install any software that is unlicensed or unauthorised such as may be used for "hacking". I also understand that only licensed software may be loaded and that if I am unable to produce an original purchase receipt and a current user license immediately upon demand, I may be subject to serious disciplinary action and/or the removal of the equipment.
7. I agree not to use the internet and computer to access or store illegal or unlicensed material. This includes accessing banned websites or sharing unlicensed copies of music or movies. I understand that my usage will be monitored and logged and that I will be held personally responsible for my actions in the event licensing enforcement authorities or the police choose to investigate illegal or unlawful activity. Further, I agree not to engage in any electronic bullying, harassing or offensive activity.
8. I agree to return imaging and other CD-ROMs or DVDs containing back up software to RIH Reception in a timely manner and immediately upon request. I acknowledge that all software applications provided are licensed for College use and may not be copied for further distribution.
9. I agree to facilitate an inspection as reasonably requested by RIH staff from time to time and upon departure at the end of the semester to confirm that the computer is complete, clean and functional.
10. I understand that the computer and standard usage of internet access are provided to me to support my academic studies and for reasonable personal use while living on campus during the academic semester. I understand that I may purchase additional capacity for downloading content from the internet at a cost to be determined from time to time. For Semester 2, 2008, standard usage is 2Gb per month and the cost is \$10.00 per Gb for up to an additional 8 Gb (a total of 10 GB), after which the cost is \$100.00 per Gb.

Log in Details for Personal Computer: User ID: student Password: ichm	
Log in Details for Internet:	User ID Room ___ Password: _____

Signature Name (Please Print) Date