

## SG.26 USAGE OF BTI'S COMPUTING RESOURCES

APPROVED BY	<b>STRATEGIC LEADERSHIP TEAM</b>	VERSION	<b>2017</b>
REVIEW STAKEHOLDERS	▪ STRATEGIC LEADERSHIP TEAM	Last reviewed	2017
	▪ HEAD OF OPERATIONAL SERVICES	Published	2017
	▪ DEAN	Review period	3 Years
	▪	Next review	2020
PURPOSE	This policy specifies the terms and conditions by which students may use the institute's computing facilities for tertiary study and research. The computing resources are a shared resource for all students, which require a mutual respect for all users' needs, support and access to these resources.		

### 1 PURPOSE

This policy specifies the terms and conditions by which students may use the Institute's computing facilities for tertiary study and research. The computing resources are a shared resource for all students, which require a mutual respect for all users' needs, support and access to these resources.

### 2 RATIONALE

A feature of tertiary education is independent study and research. This study and research invariably extends beyond face-to-face contact with the course lecturer to the use of varied resources for information retrieval such as computers, textbooks, library and video resources. The BTI computing facilities are available to students throughout the day and outside lecture hours.

### 3 PRINCIPLES

1. The Computer Lab is to be treated as a study room, and not a social room. Accordingly, noise must be kept to a minimum for the benefit of all students working there.
2. Users must treat computing resources responsibly, considerately and with due respect and care towards other student users and the computing hardware and software resources.
3. Machines should be shared appropriately so that all students may access the resource productively.
4. Online communication activity must be practised responsibly and appropriately.
5. Responsible and careful behaviour in respect to the prevention of virus infection is essential.
6. All forms of online communication must align with the Christian ethos of the Campus.
7. Any issue which incurs a cost will be recovered from the student.

### 4 POLICY

#### Unacceptable Behaviours

1. Abuse of the computing facilities or behaviour that is contradictory to the spirit of this usage policy, irresponsible or harmful to other users or the computing resources, will be investigated and treated seriously. Liability may result in recovery of costs for repair and / or the discontinuation of usage of the computing resources for the persons involved.

#### Access Time and General Security

2. Student computing facilities are available from 8:00am to 4:30pm Monday to Friday. After hours access is available to students with an active proximity card from 7:00am to 10:00pm daily (weekends and holidays inclusive). All students are to vacate campus buildings before

- 10.00pm when the security system is activated or when instructed to do by a BTI staff member.
3. All after hours users are responsible for general security of the building and must ensure that when they enter or leave the building, the doors they enter / leave through remain secured and locked. Additionally, all windows must be closed before the last person leaves the building.
  4. After hours users are not permitted to grant entry to other BTI students who do not hold an active proximity card.
  5. Only enrolled BTI students may access the computers. These are not to be used by family members or friends.

#### Active Log-ons and Passwords

6. Students are only permitted to log on to the network and use the BTI computing resources if they have agreed to and signed this policy.
7. Students are only permitted to log on to the network under their own name, using their own password. Students must not give their passwords to another person for their use or to use on the student's behalf.

#### Expiry of Log Ons and Passwords

8. For graduating and non-returning students, all registered accounts on the network expire on 15 December each year unless the student has been granted an institutional extension on a course.

#### Printing Account and Printing Charges

9. Printing charges are outlined on the student website.

#### Responsible Usage Practices

10. Whilst the network does provide a measure of virus protection, students must be alert to actions that may expose or make the computing resource vulnerable to virus or malware infection. In respect to this, students must not download or install any software on to BTI's computing resources, nor run any unauthorised software from an external source.
11. Only internet activity which is in line with the Christian ethos of the campus and BTI's IT services acceptable use policy (P.11) is permitted.

## 5 AGREEMENT

### Registered Student Declaration:

---

I HAVE READ THE POLICY ON BETHLEHEM TERTIARY INSTITUTE'S USAGE OF COMPUTING RESOURCES AND AGREE TO ABIDE BY THE CONDITIONS THEREIN.

NAME: (block letters) .....

SIGNED: .....

Date: .....