



COMPUTER LABORATORY RULES

You will be required to show your current University ID Card upon request by a staff member.

Usage:

- Computers are provided for use by **current** students and staff of the University of Wollongong only.
- You may use them for course related research and study purposes.
- They are **not** to be used for recreational purposes.

In the computer labs each of the following are **not permitted**:

- Eating, drinking or smoking
- Use of mobile phones. All phones must be switched off or turned to vibrate while you are in the labs
- Unsupervised children
- Tampering with hardware and/or software configurations
- Downloading, copying or communication of copyright protected material (such as music, videos and software)
- Any use of games
- File transfer (FTP) of files not related to study
- ANY access to offensive, obscene or pornographic material
- Making anonymous or fake postings to email or newsgroups
- Harassment of other network users
- Disruptive behaviour
- Attaching other equipment in the laboratory i.e. laptop computers etc.

Any violation of the will incur penalties ranging from the barring of your email account for a period of time, to disciplinary review. In the event of such a review, the full range of disciplinary sanctions may be brought against you. These include **loss of all computer access privileges**, charging for all usage at commercial rates, **dismissal** from the University and **legal action**. Violation of some of the above rules may constitute a **criminal offence**.

Additional Notes:

- Waiting users have the right to use computers **left unattended for more than 15 minutes**.
- If the labs are being fully utilised, email users and recreational web browsers may be asked to return at a quieter time. This allows others to complete assignments.
- Keep the noise level to a **minimum**. This is a computer lab, not a group discussion area.
- Report any misuse of these facilities immediately to staff at the front desk of the Student Central Laboratories. These are your resources. Malfunctions, problems and downtime inconvenience **you**.
- Front counter staff are only available for technical problems related to hardware or software malfunctions. They are **not** available for assistance or tuition in the use of software packages. You should acquire such skills through your respective courses or ask a Roving Helper to assist.
- ITS provides a **Roving Help** service in the Central Computing Labs: Monday – Friday: 11.30am-2.30pm during session. Check for details at the enquiry counter
- Your use of these computing facilities may be monitored to ensure compliance with the above rules.