



## Computer and Internet Usage Policy

### Purpose

The following Computer and Internet Usage Policy has been created to minimise the risk of computer viruses and to ensure that Advith Education's resources are used for their intended purpose. Failure to comply with this policy will result in disciplinary action and any costs resulting from a failure to comply will be recovered from the person(s) responsible.

### Policy Statement

1. Students shall have access to the computers and computer network designated for student use. All other Advith Education's computers are for the use of staff members only. Computer & internet access is provided to students only via on-campus computers in computer lab.
2. The student computer network is for the use of Advith Education's current students only. Student ID must be produced upon request.
3. Students shall not use the computers when they have a class, except with the permission of their teacher.
4. Students should take great care with all computer systems of the RTO, using the computers and internet in a manner that is mature, responsible, courteous and not detrimental to others.
5. Students shall not use the computer network or internet to access or send any material that is offensive, vulgar, obscene or disrespectful. This includes images or other material of a pornographic nature, or which supports the use of restricted drugs, or which supports violence or intolerance on the grounds of race, religion and gender.
6. Students shall not use the computer network or internet to download, transfer, or store software or large files. This includes all music, video (e.g. YouTube) and program files. This includes, but is not limited to, MP3, WMA, MPEG, AVI, EXE and ISO files.
7. Students shall not attempt to access, corrupt, delete or alter any files on Advith Education's computer system or network that are not the student's own.
8. Students shall not make or attempt to make unauthorised access to, or unauthorised copies of, any files on the Institute's computer system or network.
9. Students shall not remove, modify or bypass any information security mechanisms or virus prevention management systems.
10. Students shall not use the computer network or internet for commercial purposes or for personal or financial gain, including gambling or playing games.
11. Students are not permitted to use the computers for "chatting" or watching online videos. This includes, but is not limited to, using dedicated chat programs, or web-based chat rooms such as ICQ, Yahoo Messenger, MSN Messenger and Google Talk, etc., unless authorised to do so by the trainer for training purposes.
12. Students are not permitted to install any programs or software onto Advith Education's computers at any time.
13. Students are not permitted to modify network settings at any time.
14. All software is subject to the terms and conditions of the relevant license agreement for the product.
15. Students must ensure that any disks or USB memory sticks used are virus-free before being used. If a virus is discovered, the student must alert a staff member immediately. All other hardware devices are not to be attached to the computer without prior approval from a staff member



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- 16.** The student assumes all risks for any physical or electronic damage, or viruses that may occur should a hardware device (including USB memory stick or digital camera) be connected to the Institute's computer network.
- 17.** Students shall exercise care when opening email attachments, ensuring any attachments are virusfree.
- 18.** The Institute reserves the right to monitor its computer network at all times and carry out security audits of any systems and data, including individual user files stored on the Institute's computer network.
- 19.** Users of the Internet should be aware that the Institute makes no guarantees concerning the privacy and security of information transmitted when using the internet. Please note it is possible that third parties can read and/or intercept this information.
- 20.** Wireless internet facilities are available on campus. Advith Education does not guarantee wireless internet connectivity at all times.