

P.09.05 IT STUDENT ACCESS POLICY

1.0 AVETA STUDENT IT ACCESS

AVETA will allow students access to its electronic network during the course of their studies (which includes but not limited to application software and the Internet) so that they can utilise digital technology to enhance their learning experience.

2.0 USE OF COMPUTING EQUIPMENT

2.1 Access to Computers

AVETA's classroom computers and printers will be available for enrolled students during their timetabled hours.

2.2 Use of Computers/Printers

The following will apply to all students who wish to use these computers:

- Food and drinks will not be permitted in AVETA's computer rooms at any time
- Students are not permitted to load or copy any software, including games, onto AVETA computers or network
- Disciplinary action will be taken for any breach of this policy

2.3 Backup Discs/Memory sticks

AVETA will advise all enrolled students, at the time of enrolment and during the period of their studies, that they should purchase a USB memory stick in order to save their important data files or copies of student's assessments. Although there is room for student files to be stored on the network, these will be deleted at the end of each term. It is the student's responsibility to ensure that backup copies of their work are saved on to their memory sticks.

2.4 Use of the internet and the World Wide Web

The following will apply to all enrolled AVETA students who wish to use the internet and the World Wide Web:

- Students may only browse the internet for the purpose of Self-paced learning and/or Assessment activities.
- Sites known to contain material which is pornographic or illegal under International, Australian or State laws should not be visited.
- During any research activity, any site that is visited that displays any pornographic or illegal material should be immediately closed.
- Disciplinary action will be taken for any breach of these policies.

2.5 Breaches of Copyright

The following will apply to all students who breach copyright laws:

- Unauthorised use of software images or files is considered to be a breach of copyright
- Students must not copy or reproduce any licensed software to AVETA which is available on AVETA's computing network or drives
- Students must not hack into any application, files or drives that are normally not available to students
- Students who abuse the use of computer software images or files will be considered to have breach of copyright
- Students who copy content from the Internet, but must display the reference source
- Students must not copy information from the internet where this has been indicated by the author
- Students must not install, store or attempt to run any programs which are malicious or likely to slow down AVETA's network
- Students must not install, store or attempt to run any programs which are not required for educational services approved by AVETA (including games)

- Students must not store, view or distribute to others any illegal, offensive or unlicensed material
- Students must not share their login username and password or use another student's to access the network.

The onus is on the student for any breaches of this policy. Any breach will be considered a non-compliance with AVETA's IT Student Access Policy.

3.0 Non compliance

Non-compliance with this policy may result in any, but not limited to any of the following:

- Suspension of computing privileges, including the loss of access to AVETA's computer network
- A disciplinary review which may include suspension or expulsion from AVETA
- Legal action by AVETA to recover any costs involved with a breach
- Criminal action by the Victorian or Federal authorities

4.0 LOGON Procedures

All enrolled AVETA students will be required to confirm, when they logon to AVETA's network, that they will abide by the Telecommunications Act 1997 and the conditions set out in this Policy; specifically they will be required to declare that they will only use the Internet for educational purposes. At each login they will be required to confirm this before access is granted.

Once a student has confirmed that they will abide by this policy, AVETA will allow the student to access to a number of resources including, but not limited to:

- Application Software
- Internet
- Student personal storage space
- AVETA's antivirus monitoring
- Printing services.

5.0 Monitoring Access

AVETA's students will be advised that:

- AVETA's IT Network Administrator (under direction of AVETA's CEO) may open, read, modify or delete any files anywhere on AVETA's network that have been deemed unnecessary
- All AVETA's student computer activities can be monitored and viewed at the discretion of AVETA's CEO (but within the limitation of the Privacy Act 1988)
- Once a student has logged onto AVETA's Network the duty of care with regard to access and use of AVETA's IT network rests with the student who has logged on.

6.0 REFERENCES

6.1 Telecommunications Act 1997- <https://www.legislation.gov.au/Details/C2020C00268>

6.2 Privacy Act 1988 - <https://www.legislation.gov.au/Details/C2020C00237>