ITS- Student Computing Environment Guide to Student Obligations

These obligations apply whenever students are using the ITS-student computing environment. This environment includes all ITS systems and equipment (such as central servers or computers, printers and scanners in any ITS suites on campus); the associated networks (such as laptop ports or network ports in student accommodation venues); and any other ITS services. The full ITS environment is accessible only to currently enrolled Victoria University of Wellington (VUW) students.

1) Student use of the ITS environment is subject to the provisions of the:

   a) VUW Information Systems Statute (and any VUW policies or directives issued pursuant to this statute);

   b) VUW Statute on Student Conduct (and any VUW policies or directives issued pursuant to this statute); and,

   c) New Zealand Copyright Act (and any VUW policies or directives issued relating to copyright legislation).

Links to the above statutes and Act are available from My Victoria and the ITS web pages. Students are reminded that misuse of the ITS environment can constitute a breach of the Information Systems Statute and misconduct under the Statute on Student Conduct. Any student found misusing any part of the ITS environment may be subject to disciplinary actions, including exclusion from using VUW computing facilities, or termination of enrolment.

2) Students may not:

   a) run any unauthorised software in the ITS environment, regardless of the source;

   b) load any software other than VUW coursework onto any VUW-owned computer;

   c) copy commercial or protected software under any circumstances;

   d) connect personal computing devices directly to the VUW network; wireless access is available for connecting personal devices

   e) send abusive or offensive messages to anyone inside or outside VUW using the ITS environment; and,

   f) store, view, or transfer offensive material using the ITS environment.

'Offensive' material (including graphical images) is defined as material '... causing an offence to any person able to view, intentionally or unintentionally, the material'. If any staff member or student is offended by any material it must be removed immediately. Students found sending offensive material will have their ITS account privileges revoked, and may face disciplinary proceedings under the Information Systems Statute and Statute on Student Conduct.

3) Students are reminded to apply reasonable etiquette whilst using the ITS environment, including when browsing the web or using any other Internet service such as email or Bulletin Boards. Students must ensure that their actions do not bring VUW, its staff or any students into disrepute – if this happens, disciplinary action may be taken.

4) Students are obliged to show consideration for other users of student computing suites by:

   a) managing their use of VUW-owned computers to within one hour during peak periods;

   b) refraining from noisy use of cell phones and other hand-held electronic devices.

5) Students may only use their own personal ITS-Student login account and password or an ITS teaching account when connecting to the ITS-Student environment. Students are obliged to keep their personal password to themselves and change it immediately if they suspect that someone else may know it. For security reasons, students must not leave any computer logged in and unattended. If this occurs within the student computing suites, the student may be logged out and the computer made available for other students. Any costs incurred while a computer is logged in by a student – even if the student is not using the computer at the time – will be charged to that student's account.

6) No student shall smoke in the student computing suites, or keep food and drink on or close to student computers, or printers or scanners. Food or drink found close to student computers, printers or scanners may be removed by IT staff.

7) Connecting, disconnecting and relocating of any VUW-owned equipment may only be done by authorised VUW staff. Tampering with any VUW owned equipment is a breach of the Information Systems Statute and will constitute misconduct under the Statute on Student Conduct.

8) Students are asked to inform ITS as soon as possible if any problem occurs, so ITS staff may take prompt action. Students are obliged to report any theft or vandalism that is observed, in order to help ensure the continued running of ITS. Students may speak in confidence with ITS staff or email its-service@vuw.ac.nz

Note that Information Technology Services (ITS) may supply certain information about you to third party providers in order to provide standard student services (for example, Student Email).

These obligations are subject to periodic revision and change.

TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI
VICTORIA UNIVERSITY OF WELLINGTON