

MONASH University



Computer Use Policy

Monash University Prato Centre

- * Academic use is given priority over non-academic use of computers. Persons using computers for non-academic activities may be asked to move if the computer is needed for academic purposes by another user.
- * Computers are made available on a first-come, first-served basis. In the case of computers with specialized hardware and software, users not taking advantage of these items may be asked to move to a different computer if an item is needed by another user.
- * The use of food, drink, or tobacco products is not allowed in computer labs.
- * Users should observe lab opening and closing times (9.00 am to 5.45 pm). Computing activity that is not completed by closing time may be forcibly terminated in order to close the facility.
- * When running long jobs, please be considerate of other users.
- * Personal files should always be stored in the user's home directory or preferably on personal media. Files left on the Temporary Storage volumes may be deleted.
- * For security purposes, the internet history of each user is stored on our server.
- * The Centre is not responsible for personal items left unattended. If your name and contact information are attached to the item, the Centre will attempt to contact you.
- * Users must be considerate of others by keeping noise and other disruptions to a minimum. Headphones are required when using sound. Disruptive persons will be asked to leave.
- * Lab equipment and peripherals may not be moved. Users who experience problems with equipment or peripherals, including printers, should ask for help from our IT administrator. Please do not attempt to fix problems yourself.
- * In the case of lost, damaged or stolen equipment, you are required to pay for the full replacement cost of the missing/damaged equipment.



Unacceptable Personal Use

Any personal use of IT resources that disrupts or interferes with university business, incurs an undue cost to the university, could potentially embarrass or harm the university, or has the appearance of impropriety is strictly prohibited. Personal use of IT resources that is strictly prohibited includes, but is not limited to, the following:

- * Installation or use of peer to peer file sharing software.
- * Downloading, duplicating, disseminating, printing or otherwise using copyrighted materials, such as software, texts, music and graphics, in violation of copyright laws.

Mac Lab Use Policy

All the above mentioned rules apply also to the Centre Mac Lab. However, there are other specific requirements that need to be fulfilled. They are listed here below:

- * Centre Mac Lab is only open when booked.
- * Faculty members who need to book the Mac Lab for their courses have priority over requests by single students.
- * The faculty member agrees to be responsible for the correct use of the Mac Lab for the entire length of the booking. He/she will be handed a copy of lab keys and will consequently be responsible for opening and closing the lab.
- * When the Mac lab is not booked by faculty members it can be used directly by students. In this case, keyboards and mouses will be handed over to students only after completing the Mac Lab borrowing form.
- * Permission must be sought from Centre staff prior to using the Epson Photo printer.

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* Leonardo Tinti (leonardo.tinti@monash.edu), our network and systems administrator, is the contact person for any issues relating the use of Mac Lab.

By using the Centre computer labs you are deemed to have read and accepted the terms of this policy.