

Information Technology Usage (Students) Policy

1. Purpose

This policy sets out the requirements and expectations of students when using Melbourne Polytechnic Information Technology (IT) resources and network.

2. Principles

This policy will be guided by the following principles:

- Melbourne Polytechnic provides access to Information and Communications Technology (ICT) systems and software resources to enrolled students in order to support the academic and educational pursuits of enrolled students.
- Students are encouraged to use these IT resources to broaden their understanding and application of contemporary technologies, to enhance their studies and to assist them to engage positively and actively with communities and individuals primarily, but not exclusively, for purposes linked to their study.
- Students are advised that with the opportunity to use Melbourne Polytechnic's IT resources comes the responsibility to behave legally, ethically, morally and according to the standards of behaviour outlined in the [Melbourne Polytechnic Student Discipline Policy](#).

3. Scope

This policy applies to all enrolled students of Melbourne Polytechnic, regardless of their location or mode of study (on or off campus and within or outside Australia).

4. Email

All students are provided with a Melbourne Polytechnic (MP) email address (*studentid_no@student.mp.edu.au*). This will be the primary mode of communication between Melbourne Polytechnic and individual students. Students must check their student email account regularly, as a condition of their enrolment. They can choose to forward their email account to a personal email address.

5. Acceptable use of the ICT network

Each individual must respect the right of others to work and/or study in an environment which is free from harassment and intimidation when using Melbourne Polytechnic's computer network.

Acceptable uses of Melbourne Polytechnic's computer network are activities which are directed at proper research and study.

Students are encouraged to develop uses which meet their individual study needs and which take advantage of Melbourne Polytechnic's computer network functions such as portals, email, instant messaging, web access, conferencing, bulletin boards, databases, FTP and access to software.

Students should be aware, however, that transferring excessively larger files can have an adverse effect on network resources and negatively affect classroom delivery. This practice is strongly discouraged.

Personal use of Melbourne Polytechnic's computer network for services such as email or web access is permitted where this constitutes minor activities.

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Where students are found to be using Melbourne Polytechnic's computer network for purposes not linked to proper research or study, Melbourne Polytechnic may require them to limit, modify or cease the usage entirely.

Students should be aware that email or other messaging is not private and may be monitored.

6. Unacceptable use of the network and physical devices

Students must not:

- use Melbourne Polytechnic's computer network to download, display or print offensive material, including material that is sexist, sexually explicit, pornographic or racist.
- knowingly receive and utilise material via email or through the Internet that is offensive, including material that is sexist, sexually explicit, pornographic or racist.
- use Melbourne Polytechnic's computer network to threaten, harass, defame or offend others, or to discriminate against others or to use Melbourne Polytechnic's computer network in a vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, obscene or other offensive manner.
- attempt to transfer, store or print files, material or messages that violate anti-discrimination legislation, copyright law or Melbourne Polytechnic policies and procedures, or display or transfer offensive materials via Melbourne Polytechnic's computer network.
- violate the rights to privacy of students or Melbourne Polytechnic's employees, contractors, volunteers or guests including attempts to access another person's account, private files, or email without the permission of the owner.
- attempt to write, produce, copy or attempt in any way to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer.
- attempt to alter system software, firmware or hardware configurations or corrupt, damage or destroy data.
- use Melbourne Polytechnic's computer network for any commercial purpose.
- misuse IT equipment; care must be exercised at all times when using IT equipment, students will be held responsible for the cost of repair if damage is caused through misuse or negligence.
- damage IT equipment and damage must be reported to Melbourne Polytechnic staff immediately upon discovery.
- tamper with or move IT assets without authorisation.
- record and transmit images, voice, video and files without permission
- utilise your student email to spam or otherwise create or submit unwanted emails to any internet users.

Students whose actions breach the proper use of the network may be subject to penalties within the [Melbourne Polytechnic Student Discipline Policy](#).

Use of Melbourne Polytechnic's computer network which contravenes the [Melbourne Polytechnic Student Discipline Policy](#) may lead to disciplinary action, including suspension from Melbourne Polytechnic.

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7. Guidelines for Reporting Receipt of Offensive Material

Students who receive unsolicited offensive material from an unknown external source or a known source within Melbourne Polytechnic must report it immediately to the relevant Head of School or Program Manager who will determine if the Director, ICT Services is to be advised.

Students must not print or forward the offensive material.

8. Definitions

ICT Network: Melbourne Polytechnic's computer network. It includes all computers and computing devices (including both the wired and wireless local area networks) as well as any software services provided by Melbourne Polytechnic for student use.

Network users: Enrolled students of Melbourne Polytechnic.

9. Responsibility and Accountability

Task	Responsibility	Notes
Ensure that the use of Melbourne Polytechnic resources and computer network complies with Melbourne Polytechnic's Policies and Procedures	Students	Melbourne Polytechnic reserves the right to monitor student use of Melbourne Polytechnic's computer network to protect the integrity of its computing systems, workstations and computer laboratory facilities
Ensure email correspondence is responded to within a reasonable timeframe.	Students	Melbourne Polytechnic email correspondence can be redirected to personal email accounts for ease of access.
Students may seek redress for any form of harassment or intimidation resulting from inappropriate use of Melbourne Polytechnic's computer network by Melbourne Polytechnic students or staff	Students	Redress must be sought via the Student Complaints and Appeals Policy .
Investigate breaches of proper use of Melbourne Polytechnic Systems	Director, ICT Services	Investigations will be assisted by relevant teaching and non-teaching staff

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10. Supporting Documents and Templates

Melbourne Polytechnic Policies:

[Student Complaints and Appeals Policy](#)

[Student Discipline Policy](#)

11. Policy Control

Approving authority	<i>Executive Leadership Committee</i>
Date approved	<i>29 March 2019</i>
Date effective	<i>8 April 2019</i>
Policy category	<i>Information Communication and Technology</i>
Edition	<i>1</i>
Review date	<i>March 2022</i>