1. Introduction

1.1 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.

1.2 Students are encouraged to use these ICT 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.

1.3 Students are advised that with the opportunity to use Melbourne Polytechnic's ICT resources comes the responsibility to behave legally, ethically, morally and according to the standards of behaviour outlined in the Melbourne Polytechnic Student Discipline Policy.

2. Definitions

2.1 The Institute computer network includes all computers and computing devices connected within Melbourne Polytechnic premises and grounds including both the wired and wireless local area networks.

2.2 Network users are enrolled students and people employed to undertake designated functions as members of staff at Melbourne Polytechnic.

3. Guidelines for use of the ICT network

3.1 These guidelines apply to all enrolled students.

3.2 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 the Institute computer network.

3.3 Use of the Institute computer network which contravenes the Melbourne Polytechnic Student Discipline Policy may lead to discipline action, including suspension from the Institute.

3.4 Students may seek redress for any form of harassment or intimidation resulting from inappropriate use of the Institute computer network by Melbourne Polytechnic students or staff via the Student Complaints and Policy and Procedures (B/SV/D/7/007).
3.5 Melbourne Polytechnic reserves the right to monitor the Institute computer network to protect the integrity of its computing systems, workstations and computer laboratory facilities.

4. Acceptable use of the ICT network

4.1 Acceptable uses of the Institute computer network are activities which are directed at proper research and study. Where students are found to be using the Institute computer network for purposes not linked to proper research or study, Melbourne Polytechnic may require them to limit, modify or cease the usage entirely.

4.2 Network users are encouraged to develop uses which meet their individual study needs and which take advantage of the Institute computer network’s functions such as portals, email, instant messaging, web access, conferencing, bulletin boards, databases, FTP and access to software. Users should be aware however that transferring excessively larger files can have an adverse effect on network resources and negatively effect classroom delivery. This practice is strongly discouraged and Melbourne Polytechnic reserves the right to take action consistent with section 3.5 of these guidelines.

4.3 Personal use of the Institute computer network for services such as email or web access is permitted where this constitutes minor activities and on the understanding that Melbourne Polytechnic may deny the right to personal use of the Institute computer network consistent with section 4.1.

4.4 Acceptable personal use of the Institute computer network includes the occasional sending or receiving of private email and occasional private web browsing that does not include significant downloads or uploads.

4.5 Network users should be aware that email or other messaging is not private and may be intercepted by the ICT Services Department.

5. Unacceptable use of the network

5.1 Students may not use the Institute computer network to download, display or print offensive material, including material that is sexist, sexually explicit, pornographic or racist.

5.2 Students may not knowingly receive and utilise material via email or through the Internet that is offensive, including material that is sexist, sexually explicit, pornographic or racist.
5.3 Students may not use the Institute computer network to threaten, harass, defame or offend others, or to discriminate against others or to use the Institute computer network in a vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, obscene or other offensive manner.

5.4 Students may not attempt to transfer, store or print files, material or messages that violate anti-discrimination legislation, copyright law or Institute policies and procedures, nor may they display or transfer offensive materials via the Institute computer network.

5.5 Students may not violate the rights to privacy of students and employees of the Institute including attempts to access another person's account, private files, or email without the permission of the owner.

5.6 Students may not 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.

5.7 Students may not attempt to alter system software, firmware or hardware configurations or corrupt, damage or destroy data.

5.8 Students may not use the Institute computer network for any commercial purpose.

6. Guidelines for Reporting Receipt of Offensive Material

6.1 Students who receive unsolicited offensive material from an unknown external source or a known source within Melbourne Polytechnic should report it immediately to the relevant Head of School or Program Manager who will determine if the Melbourne Polytechnic Chief Information Officer is to be advised.

6.2 Students should refrain from printing or forwarding the offensive material.

7. Student Discipline

7.1 Students whose actions breach the proper use of the network may be subject to penalties within the Institute Student Discipline Policy.

7.2 Investigation of breaches of the proper use of the Melbourne Polytechnic network will be undertaken by the Chief Information Officer relying upon advice from relevant teaching and non-teaching staff.