# Computer Network, Internet Policy and IT Services

Use of the computers or our Wi-Fi network means you have agreed to the following:

1. **Personal responsibility**

The student takes personal responsibility for their actions in accessing the company’s computer system or Wi-Fi.

Students understand that they may not, under any circumstances, change any of the settings, screen savers etc. Any such changes would mean disciplinary action including being refused access to the computers.

1. **Use of personal electronic devices on campus requiring power**

Students and staff must only use devices that are electrically safe on all campuses as this is a fire risk. Devices should be inspected by the owner and in safe condition prior to use e.g. no split cables, damaged plugs etc. If in doubt, consult the advice of a competent technician.

1. **Internet access**

Students may not access the following:

* Sites that are considered to be offensive or are of illegal nature i.e. pornographic or violent
* Chat rooms during class time
* Facebook or other social media websites during class time
1. **Restrictions on social media**

Due to the high risk of reputational damage to the organisation and the viral nature of social media increasing the ‘spread’ of negativity, the following policies applies:

1. Comments or photographs on ***your personal social media platforms*** that could be
 classed as negative, inappropriate or unprofessional are prohibited.
2. Comments or photographs on ***any social media platform directly linked to the
 organisation*** (e.g. NZST Facebook or Instagram pages) that could be classed as
 negative, inappropriate or unprofessional are prohibited.
3. Being ***‘tagged’ or ‘linked’ to anything of this nature***is prohibited and students
 should remove anything of this nature immediately.
4. ***Linking any social media profile to any staff member*** is prohibited whilst you are a
 current student.

**Note**: ‘organisation’ includes any organisation in the Academic Colleges Group.

1. **Proxy sites**

Students may not access “proxy” sites for the intention of accessing websites that would otherwise be blocked by the company’s web filtering system.

1. **Music/videos and films**

Music, videos or films may not be downloaded or shared.

1. **Banned material**

Access to and downloading of any material that encourages violence, illegal acts, racist tracts or ‘hate’ speech is forbidden. The use of torrent software is prohibited.

1. **Damage to equipment etc.**

No student may intentionally cause damage to any equipment, software or other related aspect of the facility; this includes (but is not limited to) vandalising, hacking, destroying technological systems or equipment including computer hardware and software. Vandalism includes (but is not limited to) printing excessive copies, attempting to crash computers or networks, the creation or intentional use of programmes designed to damage computers, the creation or intentional use of programmes designed to inhibit network traffic, the use of chain letters, or excessive messages, or devices that restrict legitimate use.

1. **User rights**

Students are expected to consider and respect the right of other people to use the facility without disruption or abuse.

1. **Unauthorised copying/loading**

Unless authorised to do so, no student may copy software or load any software onto company owned machines they may be using.

1. **USB sticks**

As a matter of security the use of USB sticks to transfer files are prohibited on the network. This includes plugging them into thin client devices or laptops attached to the NZST network. The company recommends the use of cloud based solutions like Office 365 One Drive or your provided email address to transfer files from home to your NZST account.

1. **Use of network for plagiarism**

Students must not use the computer network in order to plagiarise any form of assessment or project. This includes (but not limited to) emailing your work to another student, obtaining another student’s work and replacing their name in the document with yours, accessing another student’s files with or without their knowledge or emailing answers during an assessment.

1. **Harassment**

Use of the computer systems to send obscene or harassing messages anywhere or to anyone is totally prohibited.

1. **Office 365**

Office 365 – OneDrive gives you access to your files on campus and at home via the Office 365 platform. You can find the link to the Office 365 login page on your home page when you login and open Internet Explorer. Office 365 allows you to use Office programs such as Word, Excel, and PowerPoint at home. To find support on Office 365 please visit the home page after you have

logged in and opened Internet Explorer.

1. **Privacy issues**

All students shall respect the privacy of others. All user files, phone mail and company email messages are private and shall only be accessed with the permission of the owner. Company files are completely off limits. Any attempt to access these will be regarded as a serious breach of conduct and dealt with accordingly.

1. **Password security**

Students must observe appropriate password security and report any problems immediately to trainers. Any damage to or misuse of files must also be reported immediately.

1. **Copying and printing**

Only copying or printing that is of nature to your studies is authorised.

1. **Logging off**

Users must not leave terminals, browsers and other access channels to the network unattended for unreasonable periods of time while they are logged into those systems. Users must log off the terminal they are using when the user is leaving that terminal or access channel unattended for more than 20 minutes.

**19. Legal**

 Students agree to abide by all New Zealand laws and understand they will be liable for any law broken.

**20. Disclaimer**

 In the event where there is suspicion around the rules of this agreement being broken, the company has the right and the ability to audit your company email and web browsing history. Information gathered from this audit could result in disciplinary action.

The company disclaims any responsibility for the content, quality, performance or any other aspect of the Internet. In no event and under no circumstance will the company be liable for any consequential, incidental, indirect or special damages resulting directly or indirectly from a student’s use of the system or the internet.