

Waterford Institute Of Technology

WIT Computer Rooms Rules and Regulations

The computers used by WAE students are located in Waterford Institute of Technology. All WAE staff and students are therefore required to follow the WIT regulations

The Computer Rooms Rules and Regulations are not there to spoil anyone's fun. There is a large number of students all using the same facilities, so it is important that there are some procedures in place which help to maintain the smooth running of the computer rooms.

Students must behave in a manner that respects their fellow students, staff and equipment. In additions to the normal Institute regulations, the following points must be obeyed:

1. Any behaviour that interferes with the work of other students and staff is prohibited – this includes the use of personal stereos, radios or any behaviour that leads to excessive levels of noise. It also includes the use of the computing facilities in any way which may cause offence to others.
2. No user shall, unless appropriately authorised, take or omit to take any actions which damages, restricts, jeopardises, impairs or undermines the performance, usability or accessibility of the computing facilities, the communications network, systems programs or other stored information/data.
3. Users are required to take all reasonable precautions to maintain the integrity of passwords and any other security mechanisms. **IT IS THE RESPONSIBILITY OF USERS TO MAINTAIN THE SECURITY OF THEIR OWN PASSWORDS. DO NOT GIVE YOUR PASSWORDS TO ANY OTHER USER OR ALLOW ANY USER TO USE YOUR ACCOUNT.**
4. Computer games are **PROHIBITED**.
5. Viewing porn via sites, via internal email, via external email, via documents or through any other form on WIT computers is **STRICTLY PROHIBITED**.
6. Eating, drinking, littering and loitering in Computer Rooms are **PROHIBITED**.
7. Any attempt to interfere with the integrity of the systems or data stored on any system is prohibited. This includes all forms of hacking. Students

may only access files which they are authorised to access. Users are warned that gaining unauthorised access to data (including programs) and interfering with data belonging to others are CRIMINAL OFFENCES and persons convicted under the appropriate Act may be subject to fines or terms of imprisonment and they, and their parents or guardians, may be required to pay compensation to those affected.

8. It is an offence to use, access or store any unlicensed software on any system. It is also an offence to copy, or use any Institute licensed software in any way that infringes that licence. Users are warned that breaches of copyright may result in legal proceedings and in some cases constitute criminal offences. The Institute disclaims all liability in such cases.
9. The holding or distribution of computer files containing any material which is offensive, defamatory, discriminatory, obscene or otherwise illegal is a serious breach of these regulations.
10. Students who are timetabled into a computer facility have priority over those who are not.
11. There is no system of reserving workstations outside of timetabled classes. If you leave a workstation, it must be left available for other users. If your computer is idle for more than 15 minutes, you will be automatically logged off.
12. You must inform the supervising lecturer and/or Computer Services staff of any problems that arise whilst using computer equipment.
13. Students must not subscribe to electronic mailing lists.
14. When accessing remote facilities through network links, the Institute's Computer Use Regulations remain applicable. Networked services administered by the Institute must not be used for unauthorised access or activity on remote facilities. When using the Internet, students must behave responsibly and in a manner that reflects favourably on WIT.
- 15. A breach of any of the above regulations will constitute a breach of discipline and will be subject to the appropriate disciplinary procedures.**