



IT Usage Guidelines

1. Only students currently enrolled at IIBT may use IIBT's IT facilities and services.
2. All users must accept full responsibility for using IIBT's IT facilities in an honest, ethical and legal manner and with regard to the privacy, rights and sensitivities of others.
3. Users must not offer passwords providing access to IT facilities at IIBT to any other person. Those who do so will be held responsible for all activities originating from that account. A user must not use an account set up for another user nor make any attempts to find out the password of a facility they are not entitled to use.
4. Each user, while using their account, is responsible for (account refers to any IIBT account, including but not limited to RTO Manager, Moodle etc):
 - all activities which originate from their account;
 - all information sent from, intentionally requested, solicited or viewed from their account;
 - publicly accessible information placed on a computer using their account.
5. IIBT students are required to:
 - a. respect intellectual property and the ownership of data and software;
 - b. comply with IIBT's policies regarding privacy, anti-discrimination and harassment;
 - c. uphold the security of the Institute's IT facilities by not attempting to create or install any form of malicious software which may affect computing or network equipment, software or data;
 - d. refrain from creating or transmitting material or data that may be considered offensive, obscene or indecent
6. IIBT students and staff are responsible for making use of software and electronic materials in accordance with the Copyright Act, software licensing agreements, and any applicable company policies.
7. IIBT students and staff must take due care when using IT equipment and take reasonable steps to ensure that no damage is caused to it.
8. IIBT students and staff are required to promptly report any problems with IT equipment to appropriate personnel. Unauthorised personnel are not allowed to tamper with or move IT equipment.
9. IIBT students who use IIBT's computer laboratory must comply with any instruction or signage provided.
10. IIBT reserves the right to apply additional policy and rules specific to the computer laboratory.