

Attention Staff and Students:

Please obey the below points while using the IT infrastructure provided to you by the college:

- Do not eat, drink or store items of consumption near or around your workstation.
- Keep the area around your workstation clean at all times.
- For personal safety and equipment care, do not resolve any IT or Facilities related issues. Please report all issues to IT or Reception who will provide the appropriate forms that need to be completed.
- Do not move IT equipment around unless written approval is provided by the College Management team.
- Do not use workstations to perform unauthorised, illegal or offensive activities.
- Do not install additional software onto workstations, or alter the configuration of a workstation.
- Do not attach third party storage devices onto your workstation unless written approval is provided by the College Management team.
- Do not use workstations to distract others from performing their roles.
- Do not store illegal, offensive or inappropriate data on workstations, storage devices or network drives owned by the college.
- Treat all IT equipment and other facilities provided by the college with care.
- Only use IT equipment to assist you in performing your class work or job role.
- Do not use your workstation as a place to store your class work or business data. Workstations are not a reliable data storage device, and regular maintenance of workstations may cause data corruption or loss on the local machine.
- Do not share your workstation username or password with another individual, not even IT Staff. You will be responsible for any malicious acts caused by your account, whether you have committed them or not.
- Change your password on a regular basis to ensure your account is secure, and do not write your password down, MEMORIZE IT! Your password is your personal property.

The IT infrastructure within the college is constantly being monitored by College management to ensure that all staff and students abide by the terms and conditions outlined within the IT Policies and Procedures document.

Network maintenance will be performed by IT staff on a regular basis, and breaches discovered during maintenance will be reported to College management as they are discovered.

For further information regarding your obligations when using IT equipment provided by Australian National College, please read the IT Policies and Procedures document or contact a member of IT or Reception.