

## Campus Information Technology Acceptable Use Policy

### 1. Information Technology Acceptable Use Policy

- 1.1 The policy applies to all users of NAFA computer networks, equipment and any other connecting resources.
- 1.2 Students who failed to observe this acceptable use policy will result in:
  - 1.2.1 appropriate disciplinary actions taken for each offence
  - 1.2.2 denial of access to the Academy computer and network resources

### 2. Code of Conduct

- 2.1 Students involved in any theft within the campuses compound will be **handed over to the police**.
- 2.2 Students involved in vandalism within the campuses compound will be dealt with *under section 1.2*.
- 2.3 Students **ARE NOT** allowed to lend their personal access-cards to/or bring any schoolmates, classmates, friends, or relatives into the computer-laboratories to use the computing facilities (*action for non-compliance – refer to 1.2; offenders and the unauthorised personnel will be told to leave the computer laboratories immediately*).
- 2.4 Students **ARE NOT ALLOWED** to play computer games on any NAFA computers or any other computers accessed using NAFA's network (*action for non-compliance – refer to 1.2; offenders' will be warned and his/ her student card number be retained and installed games must be deleted immediately*).
- 2.5 Students **ARE NOT** allowed to consume any drinks and/or any edible items in the computer-laboratories and facilities (*action for non-compliance – refer to 1.2*).
- 2.6 Students **ARE NOT** allowed to surf the internet during lesson without the permission of the supervising lecturer (*action for non-compliance – refer to 1.2*).
- 2.7 Students:
  - 2.7.1 **MUST ENSURE** that the areas around their computer workstations are clean, and all its peripherals are neatly arranged at all times in the laboratories
  - 2.7.2 **MUST ENSURE** that chairs are pushed neatly against its adjacent tables when not in use in the laboratories.
  - 2.7.3 **MUST ENSURE** that the computers, which they have been working with, are properly shut down before they leave the laboratories (*action for non-compliance – refer to 1.2*).
- 2.8 Students who wish to use the computer lab beyond the usual designated academic hours, **MUST** seek approval from their respective Head of Department using the necessary forms (*action for non-compliance – refer to 1.2; offenders will be told to leave the mentioned facilities immediately*).

2.9 Students **MUST NOT** do the following, including but not limited to (*action for non-compliance – refer to 1.2*) :

2.9.1 Unauthorised entry into a file to use, read or change the contents, or for other purpose.

2.9.2 Unauthorised transfer of a file.

2.9.3 Unauthorised use of another individual's identification and password.

2.9.4 Use of computing facilities to interfere with the work of another student, faculty member or the Academy official.

2.9.5 Use of computing facilities to interfere with normal operation of the Academy computing system.

2.9.6 Knowingly causing a computer virus to become installed in a computer system or file.

2.9.7 Unauthorised or excessive personal use. Use may be excessive if it overburdens the network, results in substantial use of system capacity, or otherwise subjects the Academy to increase costs or risks.

2.9.8 Attempting to gain or gaining unauthorised access to the computer system or files of another.

2.9.9 Use the Academy computer resources to infringe the intellectual property rights of others.

2.10 NAFA **PROHIBITS** attempts to disrupt or circumvent intended security or service of any data, communications, systems or password. Unauthorised use or possession of programs or equipment whose primary function is to circumvent security, damage data or disrupt service is grounds for immediate termination of computer service and disciplinary actions (*refer to 1.2; offenders will be told to leave the mentioned facilities with his/ her computing access privilege withdrawn till further notice*).

2.11 NAFA **PROHIBITS** the use of computing resources (*action for non-compliance – refer to 1.2*) :

2.11.1 For any illegal activity, forgery, harassment, intimidation, willful misrepresentation, defamation or unauthorised copying of anything.

2.11.2 For plagiarism, cheating or any other activities contrary to NAFA other rules and regulations.

2.11.3 For commercial profit not approved by NAFA.

2.11.4 For wasteful activities, chain letters, unapproved mass e-mail.

2.11.5 For unauthorised publication of obscene, pornographic or indecent materials.

2.11.6 For activities that place people or equipment at needless physical risk.

2.11.7 For exploitation of a discussion, distribution list, or database outside its intended purpose as defined and policed by its owner.

2.12 Students:

2.12.1 **MUST NOT** duplicate copyrighted or licensed software on NAFA computers or computers accessed using NAFA's network (*action for non-compliance – refer to 1.2*).

2.12.2 **MUST NOT** use or install unauthorised copy or unlicensed software into NAFA computers or computers accessed using NAFA's network (*action for non-compliance – refer to 1.2*).

2.12.3 **MUST NOT** import any viruses into the NAFA computers or computers accessed using NAFA's network (*action for non-compliance – refer to 1.2*).

2.13 Students **MUST NOT** re-arrange or remove any equipment, documentation, room's furniture or fixtures from the computer laboratories without approval from the IR&T Department (*action for non-compliance – refer to 1.2*).

2.14 Students are to report all malfunctioning, missing equipment, or room-fittings to the supervising lecturer and/or IT Technical Officers.

2.15 Students are ultimately responsible for their own data, its existence, integrity and security. The IT staff will clear all digital files which are stored on the computers' hard disk every term break, without prior notice. The Academy and its departments disclaim liability for losses of data or services resulting from one's own accidental or ill-informed use, failures typical of technology, freaks of nature, intruders, posted policies and duly-assigned penalties.