

# Faculty of Business - Resource Use Agreement

*Please read and sign, before submitting to the Faculty Office.*

## Ethical Use

- Do not place software of other files on University computers where these may lead to damage or legal charges (destructive programs such as viruses, pirated software, etc.).
- Do not use the facilities to make unauthorised copies of copyright, licensed or patented material.
- Do not use the facilities to defraud or to create false or misleading information.
- If provided with a key or password to access a facility, take all reasonable precautions to avoid unauthorised use by others. Do not, for instance, leave terminal sessions logged on, allow others to use your personal access, or violate the confidentiality of information available to you.
- Do not act as though you intend to break the law. Do not for instance; attempt to guess access key or password to gain unauthorised access to local or remote facilities.
- Do not attempt to monitor or read another user's files or communications.
- Report unethical activity to University staff promptly.
- Any outside use of research tools, for instance video camera, must have independent ethical clearance from the University Ethics Committee.
- Recording behaviors within the Small Groups Laboratory must have consent of those being recorded.

## Appropriate Use

- Labs are available for use only by University staff and students.
- Unofficial work of a personal, non-profit nature is permitted, provided official work is not affected.
- Users needing a machine for University work can ask people doing personal work to give up their place at a machine, even if the user doing personal work had a prior booking.
- Non-University related commercial activities are not allowed.
- When using general-access labs, do not use software from other departments' servers since such use restricts normal access by those departments to their software resources.
- Do not waste computer resources (e.g. unnecessary printing) or disadvantage other users by monopolising equipment, network traffic, etc.
- The re-arrangement of any furniture of facilities is permitted when authorised by course instructor but all such re-arrangements must be returned to the original configuration.
- All settings of equipment must be returned to their original levels after use.
- Food and drink are not permitted in the laboratory or teaching areas.
- Playing networkable games is strictly prohibited.
- Where booking systems are in place, access to facilities will follow the booking sheets near that facility.

## Co-operation

- Do not attempt to harass others by using the facilities to deliver obscene, vulgar, threatening, or unnecessarily repetitive information.
- Do not destroy, damage, hide or alter facilities, information or files.
- Do not interfere with, interrupt, or obstruct the legitimate use of the facilities.
- Be punctual when using booked facilities.
- Keep the facilities clean, tidy and free of hazards.
- Report facility malfunctions promptly to the Technical Officers.

## Laboratory Access

- Do not alter the system Folders of Macintoshes or the configuration of PC's. They have been set up to cater for a wide range of users.
- Leave the machines set up as you found it.
- Follow any directions posted in the Laboratories by School/Faculty staff.
- Do not disclose your access code or password to anyone, and take precautions against unauthorised access, for example, don't enter your code so that others will see it.

## Agreement

I have read, and I agree to follow, the rules above when using University facilities.

Name (print) \_\_\_\_\_ Degree enrolled \_\_\_\_\_ Card No. \_\_\_\_\_

Student ID number \_\_\_\_\_ Email \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office use only

Expiry Date \_\_\_\_\_ Activation Date \_\_\_\_\_ Authorised \_\_\_\_\_