For Informatorium Users

Any person caught conducting themselves in a manner opposing the Code of Conduct will be suitably prosecuted.

1. General Conduct

The rules outlined below are aimed towards ensuring availability to registered users, optimal utilization of resources and providing an orderly working environment.

1.1 Who are the users?

Only students / personnel / delegates registered for courses that are scheduled in the Informatorium, together with the assistants and lecturers are users of the Labs

1.2 Access and access restrictions

A valid, student card is needed to gain access to the Informatorium.

Informatorium staff may deny access to the labs if a valid student card is not provided, or if the bearer of a student card is not a registered user of the Informatorium. Informatorium staff may also perform spot checks in the labs to see that only registered students use the equipment in the labs. Use of the computers is controlled through a user name and a password. Each registered user will receive a user name and a password.

It is the responsibility of the user to guard and manage their password. Giving, lending or borrowing a user name and/or password is strictly forbidden. Any attempt to circumvent system security or in any way gain unauthorized access to the infrastructure resources is a serious offence.

Acceptable use of computers

Computing resources are very limited, and to be fair to all users it is necessary to restrict their use to course work. Staff/lecturers may ask any student busy with non-course work to leave the labs.

1.3 Acceptable behaviour

· Do not install or play games.

· Do not browse the Internet for any purpose other than for academic reasons.

· **No food & beverages allowed in the labs. Do not eat, drink or smoke in the Labs**

· Do not litter.

· Do not disrupt the orderly operation of the Informatorium by any means.

· Please vacate the lab 5 minutes before a scheduled practical commences.

Please take note of the operational times for the Informatorium. Failure to adhere to the specified operational times may result in disciplinary action.

Use of any smart devices, notebooks /laptops, tablets etc. within the Informatorium environment, automatically makes the Code of Conduct applicable to the user and they thus must adhere to it.

1.4 Pornography

The surfing, downloading, viewing and storage of pornography on any device in the Informatorium is strictly prohibited.

INFORMATORIUM

2. Information / Data Policy

The data and programs stored under your user account are considered as your private property. Through the policies set forth in this document, the University endeavours to ensure the privacy of user data and programs. However, an account in the Informatorium is viewed as a privilege to students and not a right, irrespective of the rights to privacy as provided by the constitution. Therefore, if an action on the user's account violates any of the policies in this document, the user is in violation of his/her privilege, and disciplinary action will be taken against such a user. Informatorium staff may, in the course of their duties need to bypass user protection mechanisms to access user files or jobs, either to trace a system problem or to monitor possible violations of lab policies. If such violations are suspected, user accounts may be suspended by lab personnel and disciplinary actions initiated. Information/Data Copyright: The Internet makes it very easy to publish material. Data included in electronic documents posted on bulletin boards, newsgroups and the WWW or made available by file transfers are considered published material and therefore protected by the act and regulations on copyright. Students who use copyrighted material without the necessary permission risk being exposed to extreme financial civil claims as well as criminal prosecution. The definition of student misconduct also explicitly includes the violation of copyright and the University will ensure that appropriate measures are enforced in cases where copyright is violated by lab users. The WWW: Access to the Internet is restricted to certain user groups. The use of the Internet is restricted to academic work only, and only by those user groups given access to the Internet. Abuse of this service may result in disabling it for all users. No advertising of any sort is allowed using Informatorium resources.

E-mail: As a user of the Informatorium, you have a student e-mail address to receive and send electronic mail (this excludes YAHOO, WEBMAIL, TISCALLI, HOTMAIL etc.). Chain letters, junk mail or other unwanted cause problems, especially delays to the transmission of academically related material. Users must not pass on such mail to any other e-mail addresses. Virus infected files may not be intentionally forwarded. Offensive mail may not be transmitted to any other e-mail address. You may not intercept e-mail intended for any other reason.

Mail forgery: No e-mail that disguises or falsifies the sender of mail is allowed. Forging e-mail by interfering with the contents of the original message is not allowed. Masquerading as another user is forbidden.

Confidentiality of user-space: Each user is allocated storage space on system hard-disks. Your data is considered private, and the privacy thereof is protected by the policies of this document. Any attempt to access or alter data not on your account, unless specially instructed to do so through a formal assignment, is a violation. You may not have any offensive material saved under your account, or any other system storage space. User working space: Each user is allocated a limited amount of

working space on system hard drives. It is the responsibility of each user to manage his/her space to ensure that space is available to complete assignments. If space limits are exceeded for longer than a defined grace period, you will not be able to log into your account.

Print jobs: The Informatorium services thousands of users, all of whom will make use of the printing facilities. To be fair, and to reduce the network traffic, **large print jobs should not be submitted during peak times**. Systems may be implemented to give large print jobs a low priority. The use of the computer systems in the labs for direct commercial gain or profit is not allowed.

3. Software Policy

Copying of software: All licensed/copyrighted software installed on the computer systems, belong to the University of Pretoria. It is illegal to make copies of any copyrighted software and legal actions may be taken against offenders. Users may copy shareware software from public domain directories. Installing software: **Only LAN administrators, their assistants and other personnel responsible for maintaining software are allowed to install software on computer systems**. Users are not allowed to install any software on computer systems and this includes the user's own data directories or public-access directories.

Altering software: Any attempt to alter, damage or destroy software and any other files installed on computer systems is strictly forbidden.

Computer Set-up: Any attempt to alter the boot sequence and operating system loader is forbidden.

Viruses: Users must take care not to use infected USB/Flash Drives/External HDD or any other Storage medium on computer systems, or to copy/store any virus infected file on any computer system.

4. Hardware Policy

All hardware systems in the Informatorium are the property of the University of Pretoria. The rules in this section protect these systems.

Damaging Hardware: Any malicious attempt to damage any hardware system or component is a serious offence.

Interfering with hardware:

- You are not allowed to open any of the computer hardware cases.

- You are not allowed to remove paper from printers.

- Any attempt to alter the set-up of any hardware system is forbidden.

Theft: You are not allowed to remove any hardware system or component from any lab, such action will be considered as theft.

5. Error Reporting

It is expected from the users to report any hardware and software errors to the lab administrator or his/her assistants. It is expected of the users to report any violations of the Code of Conduct to the lab administrator, assistant lab administrators or the student lab technicians. Any problems with regard to the operation of the Informatorium can be directed to the lab administrator.

6. Finally

The computing systems in the Informatorium are the property of the University Of Pretoria. Access to these systems is a privilege and any action that violates the policies of this document will result in the revoking of this privilege with associated disciplinary actions against the offender.