

## 1 Overview

Information and communications technologies (ICT), resources and facilities (including Library and borrowing facilities) are provided to support the teaching, learning and support activities of EQUALS International (Aust) Pty Ltd (EQUALS). The ICT and Facilities Terms of Use (Terms of Use) aim to provide ICT (including email), resources, facilities and other services that are conducive to quality learning and support services. These Terms of Use are intended to ensure equitable access of ICT, resource and facilities for all users.

### Scope

These Terms of Use apply to all users, including staff, students, EQUALS' Alumni, reciprocal borrowers and third parties authorised by EQUALS.

## 2 Terms of Use

### 2.1 Responsibilities relating to Facilities (including Library) and other resources:

- All users must borrow and use resources and facilities in their own name only. Students must provide their Student ID number at the time of borrowing any resource
- Library staff are authorised to refuse borrowing requests at any time
- Users may be subject to disciplinary action if borrowing periods are not recorded prior to the user leaving, or attempting to leave EQUALS' premises
- Users are responsible for any damage or loss that occurs to an item or resource in their possession (i.e. repair or replacement, at EQUALS' total discretion)
- To ensure familiarisation with borrowing information and to adhere to borrowing periods and conditions
- Alumni, reciprocal borrowers and third parties agree to ensure staff and students have priority access to EQUALS' resources and facilities
- Library resources must not be removed from EQUALS' premises unless on an approved borrowing period (or loan)
- Users must observe the Copyright Act 1968 provisions and regulations at all times when accessing resources on and off campus
- Users are personally responsible for ensuring their use of these resources complies with all relevant legislation and agreements
- Staff and students must adhere to the Student Partnership Agreement at all times.

### 2.2 Responsibilities relating to ICT and other resources:

- Ensure familiarity with basic operating instructions prior to equipment use
- Acknowledge EQUALS' staff and student related correspondence, including formal notices and other communications, will be issued electronically via the email address provided to EQUALS by the user
- All ICT use must be conducted in accordance with the Privacy and Personal Information Procedures
- Transmission or saving of any material in violation of any law is prohibited
- Use of the network for personal profit is not acceptable
- Use of the network for product advertisement or political lobbying is prohibited
- Any email message received that contains or suggests pornography, unethical or illegal solicitation, racism, terrorism, sexism or inappropriate language is to be deleted immediately and the instance reported to the Chief Operating Officer. It is prohibited to send emails or visit internet sites that contain or suggest pornography, unethical or illegal solicitation, racism, terrorism, sexism or inappropriate language.

- Downloading or exchanging files that contain pornography or unethical or illegal solicitation.
- Materials that incite promote or condone racial vilification, terrorist activities sexist derogatory or demeaning commentary about any individual or group of people or the use gratuitous use of profanity is similarly not permitted
- Use of the Internet for any illegal activity is prohibited.
- Unauthorised sharing of company resources, proprietary or confidential information is prohibited.
- Internet resources are provided for the conducting of company business and scholarly activity. In particular, Internet use that is not directly related to conducting organisational business and/or scholarly activities, including but not limited to the following, is not permitted:
  - Torrent sites
  - Peer to Peer file sharing sites
- Staff and students should utilise ICT resources efficiently and productively. EQUALS does not permit the use of wasteful or trivial printing, transmission (including downloading) and storage of files
- EQUALS reserves the right to take any disciplinary action it deems appropriate – including suspension, dismissal or expulsion – in response to serious misconduct or misuse of the facility by Staff and students
- Understand that falsification of any records or details, which may be construed as academic or non-academic misconduct, is subject to suspension, dismissal or expulsion, or impose other sanctions as permitted by EQUALS' policies and within EQUALS' legal rights
- Further, EQUALS reserves the right to forward any staff and/or student mail, email or other files on to third parties, to monitor ICT usage and contents where such action may be required to:
  - protect the wellbeing, health and safety of staff and/or students
  - prevent malicious or detrimental acts, or other impacts as deemed important to EQUALS' strategic and operational objectives
  - provide evidence in the event of a staff termination or student expulsion.
- Any activities inconsistent with these objectives are considered to be inappropriate, and may result in Staff and students being sanctioned or disciplined
- Staff and students must adhere to the Student Partnership Agreement at all times.

### 3 Declaration

All users must agree to the EQUALS' Terms of Use. This document contains important information about user rights and responsibilities. Confirmation of acceptance of these terms is recorded electronically at the date and time of the user's first access to EQOnline (Moodle), which is EQUALS' online teaching and learning system. Users are responsible for abiding by these Terms of Use at all times.