

## **COMPUTER AND INTERNET USAGE POLICY – Students**

College of Event Management allows use of its computers and internet facilities when students accept and comply with the following policies:

### All Students

#### **Username, password and email address**

You will be provided with a user name, password and email address for CANVAS and Office 365.

- You must use your own username and password every time you log on
- Passwords must not be shared with other students
- Usernames, passwords and email addresses cannot be changed

CoEM student email accounts operate on a strict default internal domain basis. You cannot use your College email account outside the CoEM domain.

#### **Plagiarism**

Plagiarism includes copying text word for word or submitting information downloaded from the internet. Students who submit work that is not acknowledged will receive a fail mark for that assessment task. A fail mark also applies to students who allow others access to their work.

#### **Misconduct**

All serious cases of misconduct are to be reported to the Manager of Training and Assessment.

Serious misconduct may result in expulsion from the college.

Misconduct includes and is not limited to the following whilst enrolled at the college

- Accessing and reading the screen of another student's computer without their permission and/or knowledge
- Accessing and reading the screen of a lecturer's computer without their permission and/or knowledge
- Use of the internet or email (personal or college) in a way that could defame, harass, abuse or offend other students, lecturers individuals or organisations
- Create, knowingly access, download, distribute, store or display any form of offensive, defamatory, discriminatory, malicious or pornographic material
- Attempt any unauthorised access of the internet or email services i.e. the distribution of messages anonymously, use of other students' user IDs and passwords

Should you know of any breaches to this policy please report them to your lecturer or Course Coordinator immediately.

## Students studying on campus

### **General Conditions**

- No food or drink is to be consumed whilst using computers
- Computer monitors, keyboards and your mouse are to be kept clean
- USB flash drives may only be used with the approval of your lecturer
- Any malicious damage to equipment will be treated as serious misconduct and reported to the College Administrator.
- Students may not print without permission
- Students must work on their college computer for all class activities. Students must obtain approval from their Course Coordinator to use personal tablets or laptops in the Training Room
- Personal computing devices should not be accessed during class time

### **Storage**

- All student work is to be stored in your personal drive
- Only course related work should be saved to your computer
- If your lecturer requests you to show them the contents of your removable storage or network drives, you must comply
- You must not share inappropriate material stored on network drives or removable drives

### **Internet and email policy**

- Use the internet and email access for college related purposes only Facebook, Instagram and other social media can only be used in break time or when authorised by your lecturer
- All internet searches must be related to your subject requirements
- Downloading of music videos, movies and other material not related to course work is not permitted

**NOTE:** The College reserves the right to update and amend policies and procedures at any time.