

## STUDENT/STAFF CHECKLIST

To enable your College computer user account and stationery purchases from the CSE store, this form must be completed and signed upon commencement in your course/employment within the College of Science and Engineering (CSE).

Please mark as appropriate:      **Staff**      **Student**      **Visitor**

<b>LAST NAME:</b>	<b>FIRST NAME:</b>				<b>TITLE:</b>					
<b>PREFERRED NAME:</b>	<b>FAN (eg smit0104):</b>									
<b>BUILDING:</b>	<b>ROOM NO:</b>				<b>PH EXT:</b>					
<b>ID NUMBER:</b>	<b>EMAIL*:</b>									
<b>ID BARCODE (as per ID card):</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>						

\*Note: Email messages will be sent to your **University email address only**. If you use an alternative email address, it is your responsibility to forward your University email via the 'Forwarding' option in Outlook (available once you have signed into Outlook via the Okta dashboard).

### NEW STUDENT TO COMPLETE THIS SECTION

<b>COURSE:</b>	<b>START DATE:</b>	<b>END DATE:</b>
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### NEW STAFF TO COMPLETE THIS SECTION (including post-doc staff)

<b>POSITION:</b>	<b>Continuing    Casual    Fixed term - length of contract:</b>
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*I verify that the declared information is correct, and I agree to abide with the Computer Usage Policies (page 2)*

<b>SIGNATURE:</b>	<b>DATE:</b>
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### SUPERVISOR TO COMPLETE AND SIGN

To enable access to the CSE Store for this new College member, please list the student maintenance account number that has been set up by finance. This is the same account number for all students under your supervision (if unsure, contact [cse.finance@flinders.edu.au](mailto:cse.finance@flinders.edu.au) for assistance).

### Student Maintenance Account Number:

<b>Store</b>	<b>0</b>	<b>1</b>	<b>-</b>				<b>-</b>						<b>-</b>	<b>3</b>	<b>2</b>	<b>9</b>	<b>8</b>
<b>SHARE FOLDER NAME (if required):</b>																	
<b>SHARED EMAIL INBOX (if required):</b>																	
<b>SUPERVISOR NAME:</b>									<b>SUPERVISOR SIGNATURE:</b>								

### **Computer Usage Agreement**

Your use of Computing Resources (including Internet / network) within the College of Science and Engineering is dependent on complying with the rules and regulations defined by the University's policies and procedures: [www.flinders.edu.au/ppmanual/computing/](http://www.flinders.edu.au/ppmanual/computing/)

Failure to comply with these regulations may result in the suspension of your account and possible disciplinary action.

### **Email code of conduct**

Email is provided for your individual use on University related work. University network and computer facilities are available to you for the pursuit of legitimate University work and may not be used for commercial gain, private business interests, promulgation of personal ideologies and vendettas, chain letters, harassment or the like.

Gaining access to another user's electronic mailbox or reading another person's electronic mail without the user's permission is prohibited.

### **Internet usage**

Access to the Internet is provided for your individual use on University related work. Viewing, downloading or storing material from the Internet that is not related to your studies / research / employment is prohibited.

Internet access is monitored by the University.

### **Network Storage Space**

Network storage space is provided for the storage of files related to your studies / research / employment at the university. Any files not related to your studies or those deemed offensive or inappropriate may be removed.

### **Electrical Safety**

The University has an electrical safety policy which states that no piece of electrical equipment can be plugged into a mains power outlet unless the equipment has been electrical safety tested. This includes computer hardware such as laptops.

### **Operating unauthorised equipment / software**

The unauthorised operation or use of any item of equipment, networks or software is prohibited.

### **Interference with equipment**

Unauthorised interference with any item of equipment or attempting to change, copy, or interfere with software, data or files which have been developed by another person is forbidden.

### **Divulging account information**

You should not divulge to any person your username and password as you will be held responsible for any misconduct that originates from your account.

### **Using another person's account**

You are not permitted to use any accounts other than the accounts explicitly given to you by the University. Using another person's account will be treated as serious misconduct.

### **Violating software license agreements**

You are prohibited from violating any software license agreement such as by (i) installing software on any computer in the facility, (ii) copying any software from the facility or, (iii) copying files from the internet unless you are permitted to do so by the University.

This includes the copying of files such as MP3/DVDs/CDs.

### **Violating copyright**

Copying material from any source for which you have not been given explicit permission is a breach of copyright and is punishable by law.

### **Harassing users**

Using the University's computer facilities to harass or threaten other users is not permitted.

### **Computer Usage Agreement**

Any student / staff found violating these usage agreements may have their account suspended.

Please direct any queries to Information and Digital Services (IDS) on 8201 2345 or by email [ids@flinders.edu.au](mailto:ids@flinders.edu.au)