

5. Email and Internet Use Policy

The Internet provides a source of information that can benefit every course of study and professional discipline. This policy clarifies acceptable use of the Internet by students while using college-owned or leased equipment, facilities, Internet addresses, email addresses or domain names registered to Laidlaw College or associated entities.

5.1. Rights and Responsibilities

Laidlaw College will provide an Internet connection to enable students to access information that can aid them in their studies. In return for this access, every Internet user has the responsibility to respect and protect the rights of every other user in the Laidlaw community and on the Internet. Students are expected to act in a responsible, ethical and legal manner in accordance with the College's Standards of Conduct, the missions and purposes of the other networks they use on the Internet, and the laws of New Zealand.

5.2. Laidlaw Internet Code of Conduct

The Internet Code of Conduct applies to all users of the Laidlaw College network. It reads: "I will strive to act in all situations with honesty, integrity and respect for the rights of others and to help others to behave in a similar fashion. I will use the Internet appropriately and responsibly."

5.3. Usage Guidelines

Every user is held responsible for his/her actions and activity within his/her account. Unacceptable uses of the network will result in the suspension or revoking of these privileges, and also may result in misconduct proceedings. The following uses of the Internet, using Laidlaw College equipment or facilities, are not allowed:

1. Sharing your password or logon details with anyone else;
2. Using the network for any illegal activity, including violation of copyright or other contracts, or any other activities which would in any way bring discredit on Laidlaw or associated entities;
3. Using the network to access, retrieve, or print text and/or graphics information which exceed the bounds of generally accepted standards of good taste and ethics, and/or is outside of Laidlaw College Standards of Conduct. Laidlaw College may use software to track the usage of individuals and monitor viewing of pornographic and other unethical material. Abuse of this nature will result in termination of right of usage and possible misconduct proceedings;

4. Using the network to engage in any personal commercial activities on the Internet, including offering services or merchandise for sale or ordering services or merchandise from on line vendors;
5. Engaging in any fundraising activity, endorsing any product or services, participating in any lobbying activity including distribution of chain emails, or engaging in any active political activity;
6. Degrading or disrupting equipment, software or system performance;
7. Vandalising the data of another user, commercial entity or other group;
8. Gaining unauthorised access to resources or entities;
9. Invading the privacy of individuals, commercial entities or other groups;
10. Using an account belonging to another user;
11. Posting personal communications without the original author's consent;
12. Posting anonymous messages; and
13. Engaging in any activity which would compromise the security of any Laidlaw College computer or server, such as downloading, exchanging, storing or printing unauthorised software, files or messages that are profane, obscene, or that use language that offends or tends to degrade others.

Users are responsible for:

1. Following existing security policies and procedures in their use of Internet services and refraining from any practices which might jeopardise Laidlaw College's computer systems and data files when downloading files from the Internet, including, but not limited to, virus or worm attacks, "spyware", "adware", other software identifiable as "malware", usage tracking "cookies" or scripts, port scanning, packet capturing or password or access-key capturing;
2. Learning about Internet etiquette, customs, and courtesies, including those procedures and guidelines to be followed when using remote computer services and transferring files to or from other computers;
3. Familiarising themselves with any special requirements for accessing, protecting, and utilising data, including materials or information limited by the Privacy Act, copyrighted materials, and procurement of sensitive data;
4. Conducting themselves in a way that reflects positively on the Institute and associated entities even though they may be using the Internet for personal reasons;
5. Being aware how much Internet usage they are allowed; and
6. Not storing excessive amounts of data on the Laidlaw College's servers or network.

5.4. Monitoring Rights

Laidlaw College may, for security and business related reasons, monitor all use of its computer and internet facilities, which are provided for study related purposes. As Laidlaw needs to monitor usage, users should not have any expectation of privacy when they use these tools.

5.5. Breach of Responsibilities and Guidelines

Any breach of these policies and guidelines may be investigated. Any student found to be in breach of this Internet Acceptable Use Policy may be subject to disciplinary action, including misconduct proceedings.