



Information Technology Rules

General information about Information Technology (IT) facilities in College are outlined in the College website at http://collegiovolta.unipv.it/index.php?option=com_content&view=article&id=75&Itemid=124&lang=en.

Facilities

The College computer and printing rooms on the 2nd floor are open 24 hours a day for all College members. Guests should obtain temporary accounts from the College office and **should not** use College computers using the login facilities of College students. Students need to provide paper for the printers in order but the College maintains the printer cartridges. Use of Skype is permitted in line with University rules.

Support

Two students, on a rota basis, provide IT support in College. Their names and hours of service can be found on the noticeboard in the main College entrance hall. The students in charge of IT support are responsible for maintaining the College hardware (communal computers and printers) and the College wireless network. They are also available to advise individual students about software requirements and installation.

Conduct

Noise, disturbance or inappropriate behaviour is prohibited in the Computer rooms.

No food is permitted in the Computer rooms. Soft drinks and hot drinks are allowed but spillages must be cleaned immediately and containers, cartons, cans or bottles should be disposed in the waste bins.

Alcohol cannot be consumed anywhere in the Computer rooms. Smoking is not permitted.

Mobile phones can be used inside the Libraries but should be set to silent mode and students making or taking telephone calls should exit the Library before engaging in loud conversations.

Computers connected to the College network must be up to date with security (ie must run a recent version of the operating system and have anti-virus software. Students may seek advice on this should from IT support.

Only the IP addresses dynamically allocated to each student for their individual room may be used for connection to the network in College rooms; no other IP addresses may be used.

Offences

The following constitutes a list of computer offences on which the College will take disciplinary action:

- Using another student username, especially without consent.
- Attempting to obtain unauthorised access to servers, accounts or software or infringing software licences.
- Giving your password(s) to someone else or being; sending messages which are abusive.
- Sending chain mail or hoax virus alerts, or sending unsolicited mass mailings to others.
- Using the facilities for commercial gain or any illegal activities.
- Causing damage to College hardware, firmware and software set-ups.

