

Request for a New IT Account

User Details

First name Surname UD Student Number Date of Birth / /

Current Email Address Phone Number

User Category **Account Type**

Adjunct Student Visitor Office 365 Online Email Account Internet Access

Signature

By signing this form, the user agrees to be responsible for the security, operation, and cost of the requested account(s), and acknowledges that the Account Administrator reserves the right to reset User passwords, monitor User data files and revoke access for security and operational infringements.

WHT_411 - 02/2019

Terms of Service Agreement for IT Services and Facilities

Use of Information Technology services and facilities at Whitley College is subject to the following:

- 1 Whitley College provides no guarantee of service levels or availability, and may withhold or withdraw any service or right to use IT facilities without notice.
 - 2 Internet access is provided on the condition that it is primarily for educational use.
 - 3 Each individual is provided with a Whitley IT account for his or her individual use. Account holders may not allow use of their account by another person, nor may they reveal their password to another person (even College IT staff).
 - 4 Account holders are responsible for the security of their account, and must take reasonable precautions (such as choosing a secure password) to ensure their account is not compromised.
 - 5 When a person ceases to be a student or guest of the College, his or her IT account may be deleted, along with any data stored by him or her on a college-owned computer (eg. the file server).
 - 6 The College reserves the right to recover costs incurred by misuse or abuse of IT facilities or services, even when such use is due to ignorance or lack of due care rather than malicious intent.
 - 7 Account holders must comply at all times with relevant Australian law, including, but not limited to, the Copyright Act 1986 and the Crimes (Computers) Act 1988.
 - 8 All devices connected to the College network must comply with all requirements issued by the IT Officer (eg. up-to-date anti-virus software and application security updates).
 - 9 System Administrators have access to all data stored on computers owned or administered by the College, and may gain access to said data for the purpose of system maintenance, IT security, or if legally required to do so. However, System Administrators are bound by a Code of Ethics that protects the privacy of users.
 - 10 Breaching these Terms of Service may result in sanctions including, but not limited to, restricted or withheld network and internet access, account suspension or termination, and disciplinary action, at the discretion of the College.
 - 11 These Terms of Service may be modified at any time and such amendments will apply to all use of Whitley IT facilities and services upon due public and/or personal notification. Users who do not agree to the changes have the right to withdraw from the agreement, at which time they will no longer be entitled to use College-provided IT services or facilities.
 - 12 Use of the College's IT facilities for illegal purposes, or to access improper and/or offensive material is strictly prohibited. It is the obligation of all users to report illegal activity to College Administration should they become aware of it.
 - 13 Whitley College reserves the right to disconnect from the College network any device deemed to be a threat to other devices on the network or to the integrity of the network as a whole without warning or notice.
 - 14 Whitley College is not liable for any data loss that occurs as a result of using the College's IT infrastructure.
- Return of this completed form to the IT Officer indicates:**
- that you understand and consent to be bound by these Terms of Service; and
 - your compliance with the security standards of Whitley College.