

Helpsheet:

ITSD laboratory rules

The following rules apply to all users of the ITSD controlled laboratory facilities, and it is each person's responsibility to become familiar with these rules.

1. You must comply with the Information Technology Use policy and procedure and all other relevant University documents available at <www.deakin.edu.au/theguide>. Any breaches of these may result in loss of access privileges, expulsion from this facility or disciplinary action.
2. You **must not install any software (including computer games)** on laboratory workstations without the authorisation of an ITSD staff member.
3. You are **not permitted to modify** the normal functioning of a laboratory workstation in any way.
4. You **must not damage, abuse, deface or remove** any equipment or notices in a laboratory.
5. You are **not permitted to attach equipment**, with the exception of headphones or a USB storage device, to a laboratory workstation without authorisation of an ITSD staff member.
6. You are requested to **remove your printouts from the printer stations**.
7. You **are responsible for safeguarding your own personal property** whilst using any University facility.
8. With the exception of the Corner and Caffeine internet cafés at Burwood campus, food or drink is not allowed in any ITSD laboratory.

For further information regarding University policies, visit the Deakin University information service - The Guide at <www.deakin.edu.au/theguide>.