ICTS and Academy Library

Alumni Borrower Registration Form

Title: ..……   First Name: …………………..…………..   Middle Initial: …….............................

Family Name: ….…...................................…… …………   Previous UNSW ID No.: ……….………

Residential   Address: ....……………….……...……………………………………………………

Mobile No: ……..……..……………..   *Email Address: …………………………………………………………

Expiry Date (12 months from Registration date): ……...............…..……...   * Must have email address to be Alumni user

I have read and accept the 'Computer User Ethics and Responsibilities' attached to this form and agree to abide by it for all computer accounts created for my use.

User Signature:.. Date: ………………..……

Library administration to complete:

☐ ID Card   Barcode No.:   ………………………………………………………

☐ Proof of Address   ☐ Photo ID   ☐ Proof of being a UNSW Graduate Received

Start date ………………….   Finish date……………….......   Y/N   24/7 access requested
     (12 months from todays date)

Authorised by: ……………………………………   Signature: …………………………………..

Position: …………………….………………………………………..……   Date: ……………………….

Submit completed form to ICTS Service Desk (Ground Floor, Building 14). Allow 1 working day for processing.

ICTS Date Stamp	Ticket#

updated 4/3/2019

Computer User Ethics and Responsibilities

ETHICS

The use of the College's computing resources is a privilege, which should not be abused. Users must distinguish clearly which computing practices are considered ethical and which are considered unethical. Unethical practices will be regarded as contravening the University of New South Wales Statutes of Discipline, and may leave users liable to prosecution under those statutes, Australian Defence Force Academy Standing Orders, and other State and Commonwealth legislation. Users should note that much software is licensed to the College under special arrangements, and should regard all software as copyrighted unless informed otherwise by an authorised officer of the College.

USERS MUST

Use only those computer accounts, which have been authorised for their use, and use computing facilities and services only for authorised purposes.

Maintain secure passwords to their accounts and take reasonable precautions against unauthorised access. Not

attempt to access, change or copy information belonging to other users.

Not make illegal copies of copyrighted software.

Not attempt to interfere with the normal operation of computing systems.

Not attempt to subvert the restrictions associated with their computing accounts.

Not use computing facilities to send obscene, vulgar or harassing messages.

Not attempt unauthorised access to computers outside the College using the College's computers or communication facilities.

Not install any unlicensed software on computing systems provided by UNSW, Canberra.

Not copy, disclose, transfer, delete or modify any computer software or data on the computing systems provided by UNSW, Canberra in such a way as to breach any right of any person or company (including copyright). Report any unauthorised access to their accounts to relevant system administrators.

RESPONSIBILITIES

Users are responsible for the security of their account password and for misuse of their account.

Users are responsible for the security of any software or documentation loaned to them by the College.

Users should make a reasonable effort to use resources efficiently and economically.

Users are required to obey all written or verbal instructions regarding the use of the College Facilities given to them by an authorised member of staff.

Users have an obligation to keep the general access computer areas and equipment in good order. This includes not eating, drinking, or smoking in these areas, as well as disposing of excess paper.

Users should report malfunctioning or damaged equipment to an appropriate member of staff.

Users have an obligation to report observed breaches of these ethics to an appropriate member of staff.

DISCIPLINARY ACTION WILL BE TAKEN AGAINST ANYONE FOUND VIOLATING THESE GUIDELINES

The ethics and responsibilities described in this document are additional to the normal ethics and responsibilities as prescribed in the relevant University and Military documents.