

Rules and Regulations for the Use of ICT Services- managed Computer Labs at the University of the Free State

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1. DEFINITIONS

For the purposes of these rules, the following words will have the meaning set out opposite them unless otherwise stated:

“Bicycle”	refers to and includes devices that are human-powered or electrically or mechanically propelled and are used for the transporting of persons or objects;
“Bicycle Part”	refers to any part that enables, or is required for, the use of a Bicycle;
“Computer lab(s)”	refers to any Computer Laboratory, Media Labs or other labs controlled by ICT on any of the campuses of the UFS;
“Day”	refers to business day(s);
“General Rules”	refers to the General Rules for Undergraduate Qualifications, Postgraduate Diplomas, Bachelor Honours Degrees, Master’s Degrees, Doctoral Degrees, Higher Doctorates, Honorary Degrees and the Convocation of the UFS, as amended from time to time;
“ICT”	refers to the Department of Information and Communication Technology Services of the UFS;
“Management Committee”	refers to the Management Committee of the Department of Information and Communication Technology Services of the UFS;
“Student”	refers to a Student as defined in the General Rules of the University of the Free State, as amended from time to time;
“Student Card(s)”	refers to the plastic card with chip and/or magnetic strip issued to each student upon registration, allowing access to the UFS campuses and/or certain restricted areas on the UFS campuses;
“The Directorate for Student Discipline and Mediation”	refers to the Directorate for Student Discipline and Mediation, which deals with all disciplinary matters relating to students of the UFS;
“UFS”	refers to the University of the Free State, including all buildings, employees, students and agents of the UFS;
“User(s)”	refers to any student(s) making use of the Computer Lab(s).

2. APPLICATION

These rules and regulations apply to all students of the UFS, as from the date of approval thereof.

3. COMPUTER LAB RULES AND REGULATIONS

All computer lab equipment is the property of the UFS and is governed by the UFS Property Guidelines and the ICT Services-managed Computer Lab Use Policy, as amended from time to time. Due to the large number of users accessing computer labs, the rules and regulations in this document must be complied with to ensure a quality experience for all.

3.1 GENERAL

- 3.1.1** Food or drinks may not be consumed in the computer labs.
- 3.1.2** No littering is allowed.
- 3.1.3** Animals, with the exception of guide dogs, are not allowed in student computer labs.
- 3.1.4** Bicycles or bicycle parts, with the exception of lab vehicles, are not allowed in the computer labs.
- 3.1.5** Personal laptops and/or desktop computers of users may not be connected to the UFS wired network.
- 3.1.6** The labs are for use by UFS students, staff and authorised UFS visitors only. The UFS reserves the right to check student, staff and visitor cards. A user must at all times have in his/her possession an applicable and valid UFS student card. The student card must be shown upon request by any authorised UFS staff member.
- 3.1.7** Users may not grant access to or allow any other person(s) to use their student cards.
- 3.1.8** Only registered student user accounts are valid.
- 3.1.9** Users are responsible for their usernames and passwords, which must be kept secure.
- 3.1.10** The Lab Manager cannot create user accounts. Staff and students must therefore enable their user accounts well in advance of their lab sessions.

3.2 ICT EQUIPMENT

- 3.2.1** Lab equipment and/or cables that are the property of the UFS may not be moved around in the labs.
- 3.2.2** Lab equipment and/or cables that are the property of the UFS may not be removed from the labs.

- 3.2.3 Tampering with lab facilities and/or equipment is not permitted.
- 3.2.4 Software that is required must be approved and installed by ICT Services.
- 3.2.5 Students must have credits available on their student cards to use the printing facilities.
- 3.2.6 Student cards must be used to pay for printing. No other payment facilities are permitted.

3.3 STUDENT CONDUCT WITHIN COMPUTER LABS

- 3.3.1 The illegal copying, downloading and/or sharing of any material is prohibited.
- 3.3.2 Users may not copy or install any software or games (licensed or unlicensed) onto lab computers.
- 3.3.3 Users must comply with any reasonable instructions by lab assistants, or any other authorised UFS staff members.
- 3.3.4 Users are not allowed to send broadcast messages.
- 3.3.5 Users are not allowed to send unsolicited or spam email.
- 3.3.6 The use of computer facilities for financial gain, whether directly or indirectly, is prohibited.
- 3.3.7 The playing of computer games on a lab computer and/or playing games on your personal computer while making use of the computer labs is not permitted, as you are taking up space in a facility that is designated for academic work.
- 3.3.8 Users must create backup copies of their own data and ensure that old files are deleted. The UFS is not responsible or liable for loss of data or damage thereto, or for any consequences resulting from the loss of or damage to any data, whether directly or indirectly.
- 3.3.9 Any distribution of usernames and passwords will be seen as a contravention of these rules, and may result in disciplinary steps being taken by the UFS.
- 3.3.10 Users are responsible for the safekeeping of their personal possessions while using the computer lab(s). The UFS is not responsible or liable for the loss of any personal possession, damage thereto or destruction thereof, whether directly or indirectly, or for any consequences resulting from the loss of or damage to any personal possession, whether directly or indirectly.

- 3.3.11** Stolen or lost items must immediately be reported to Protection Services.
- 3.3.12** A user is accountable for any actions, including but not limited to any cost incurred, websites visited, etc., that take place on a computer logged into his/her account.
- 3.3.13** Users must log off prior to leaving the lab.
- 3.3.14** In silent labs, users must keep sound levels to a minimum. Users are also not allowed to cause a disturbance or to negatively affect study and research activities in such labs in any way.
- 3.3.15** Group-forming at workstations is not permitted in silent labs. Only one person per workstation is allowed.
- 3.3.16** Computer labs exist to facilitate teaching and learning activities, and these activities always enjoy priority over any other activity.
- 3.4 UNLAWFUL/PROHIBITED CONDUCT**
- 3.4.1** A user may not produce, distribute, reproduce, copy or use any copyrighted material without the permission of the author or owner thereof. Included in this definition of copyrighted material are teaching materials, computer software, printed materials and audio or video recordings.
- 3.4.2** Users may not utilise the computer labs and/or equipment for phishing, hacking, spamming and/or any other related unlawful/prohibited conduct.
- 3.4.3** Aggressive or confrontational behaviour towards lab assistants, other UFS staff members or fellow students may result in the removal of the offender(s) from the lab, followed by disciplinary action.
- 3.4.4** Users may not use any ICT Services-managed facilities for illegal purposes, to commit any criminal acts and/or for purposes detrimental to the UFS.
- 3.4.5** Users may not act or threaten to act in a manner that interferes with the work or academic activities of any student or staff member in general, and specifically with regard to the person's race, gender, beliefs or sexual orientation.
- 3.4.6** Users may not abuse or otherwise interfere with any member of the UFS community in a manner that contributes to the creation of an intimidating, hostile or demeaning environment for students or staff members in general, and specifically with regard to the person's race, gender, beliefs or sexual orientation.

4. IMPLEMENTATION OF THE RULES AND REGULATIONS

- 4.1 The ICT Services Management Committee is responsible for the implementation of these rules and regulations.
- 4.2 Protection Services, with the assistance of the Directorate for Student Discipline and Mediation, is responsible for the enforcement of these rules and regulations.
- 4.3 The Directorate for Student Discipline and Mediation, with the assistance of Protection Services, is responsible for the administration of these rules and regulations.

5. CONTRAVENTION OF THE RULES

- 5.1 Any student who contravenes these rules is liable to:
 - 5.1.1 A fine, in the prescribed form, as indicated in Annexure A (as attached hereto) and as amended from time to time, and/or
 - 5.1.2 Disciplinary action in terms Annexure B to the General Rules of the UFS.
- 5.2 Upon confirmation of a complaint by ICT Services, a staff member of Protection Services may issue a student with a fine as referred to in 5.1.1.
- 5.3 A fine is payable within 30 days of being issued. Should a student fail to pay the fine, it will be added to their tuition account.
- 5.4 Upon confirmation of a serious complaint by ICT Services, a staff member of Protection Services may assist in the removal of the student from the computer lab.

6. APPEAL AGAINST FINE

- 6.1 A student may appeal against a fine issued in terms of paragraph 5 of these rules by making a representation to the Manager: Directorate for Student Discipline and Mediation within 10 days of receipt of the fine.
- 6.2 The representation must include the following:
 - 6.2.1 A copy of the original fine issued.
 - 6.2.2 Reasons setting out grounds for appeal against the fine and/or amount.
- 6.3 The Directorate for Student Discipline and Mediation can:
 - 6.3.1 uphold the fine issued;
 - 6.3.2 revoke the fine issued;

6.3.3 reduce the fine amount if appropriate.

6.4 The Directorate for Student Discipline and Mediation will provide the outcome of the appeal within 10 days of receiving the representation.

7. DOCUMENT RECORD

Document name	Rules and Regulations for the Use of ICT Services-managed Computer Labs at the University of the Free State
Document number	
Coordinating UMC member	Senior Director: ICT Services
Contact person	Manager: Directorate for Student Discipline and Mediation
Status	V3
Approved by	
Date finally approved	
Date for next review	Annually
Person responsible for review	Directorate for Student Discipline and Mediation ICT Services Management Committee
Monitoring by	Directorate for Student Discipline and Mediation ICT Services Management Committee Director: Protection Services
Related documents	Policy on the Use of ICT Services-managed Computer Labs at the University of the Free State
Effective date	

ANNEXURE A

Proclamation 1 of 2018 in terms of Section 2(6) of Annexure B to the UFS General Rules for Students.

Approved on _____ [insert date] in consultation with the Rectorate of the UFS.

Rule	First Contravention	Second Contravention	Third Contravention*
3.1.1 3.1.2 3.1.3 3.1.4 3.1.6	R50 fine	R100 fine	Disciplinary action in terms of Annexure B to the UFS General Rules.
3.1.5 3.2.1 3.3.3 3.3.7 3.3.14 3.3.15 3.3.16	R100 fine	R200 fine	Disciplinary action in terms of Annexure B to the UFS General Rules.
3.1.7 3.3.9	R200 fine	R400 fine	Disciplinary action in terms of Annexure B to the UFS General Rules.
3.2.2 3.2.3 3.3.1 3.3.4 3.3.5 3.3.6 3.4.1 3.4.2 3.4.3 3.4.4 3.4.5 3.4.6	Disciplinary action in terms of Annexure B to the UFS General Rules.	Disciplinary action in terms of Annexure B to the UFS General Rules.	Disciplinary action in terms of Annexure B to the UFS General Rules.

* In cases of fourth or further contraventions by a student, the student will be dealt with in accordance with the stipulation for a third contravention.