Rules Governing the Use of Computing Facilities

1   **General Information**

1.1   General and specialised computing facilities are provided throughout the Academy to enable members of staff to carry out their duties and to help students complete their programmes of study at the Academy. These computing facilities include server hardware, workstations, personal computers, peripherals, local area network devices, communications equipment, general purpose and specialised software.

1.2   The Academy's computing facilities are installed in staff offices, the library, computer laboratories, studios, theatres and special workrooms. Members of staff and / or students authorized by their Dean(s) or Department Head(s) are permitted to use these facilities subject to the following rules.

2   **Rules**

2.1   Users shall observe the following rules at all times:

    (i)   The designated user of each workstation shall be responsible for its safekeeping and shall take reasonable steps to ensure proper maintenance of the computing facilities under his/her custody.

    (ii)   Academy computing facilities shall be used solely for legitimate Academy business and activities.

    (iii)   No user shall make a physical connection to the campus network without permission.

    (iv)   No user shall connect any unauthorized device to the campus network.

    (v)   No action that would damage the function of the Academy's computing facilities shall be attempted.

    (vi)   No user shall use computing facilities in such a way as to bring the Academy into disrepute.

    (vii)   The Academy strongly discourages the use of illegal, unlicensed or pirated software. Installation of such software on the Academy's computing facilities is prohibited.

    (viii)   Users shall ensure compliance with the licensing requirements of any legitimate software whether purchased individually or under the Academy's site licence agreements.

    (ix)   User shall not make unauthorised copies of any software installed on the computing facilities.

(x)	Users shall not disclose to others their own personal identifier or password to any password-protected system.
(xi)	These rules apply to the use of computing facilities in general. Users are also required to observe any rules or regulations stipulated for specialized laboratories / work rooms.

3   **Consequences in the event of a breach of these Rules**

3.1   The Academy reserves the right to monitor any data traffic on its network and investigate any unusual activity thereon. The risk to the Academy's operations from hacker attacks, and this announcement, are consistent with the principles of proportionality and transparency expressed in the 'Draft Code of Practice on Monitoring and Personal Data Privacy at Work' issued by the Office of the Privacy Commissioner for Personal Data, Hong Kong. (further details can be obtained from the Privacy Commission's website at www.pco.org.hk).

3.2   If any user is found to be in breach of these rules, his/her access rights to Academy computing facilities may be withdrawn.

3.3   Users are responsible for the legal consequences arising from any criminal offence committed using the Academy's computing facilities.

3.4   The Academy reserves the right to recover any loss or damage resulting from a breach of these rules.

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