



REQUEST FOR ACCESS TO UNIVERSITY SERVICES FOR PERSONS WHO ARE NOT EMPLOYEES OF THE UNIVERSITY OF TASMANIA

Persons who are not employees of the University of Tasmania will not automatically be provided with access to University services.

Access to a University email account, Internet and Desktop Login Account will need to be authorised by the appropriate Head of School/Section or authorised person from an outside organisation.

Please include with this application:

- **The IT Facilities Use Agreement signed by the Applicant**
(the Agreement is located <http://www.utas.edu.au/universitycouncil/legislation/polit.htm>)
- **A legible photocopy of photo identification ie. Driver's License.**

<i>Details of person to be provided with access to University services (Please print in "BLOCK LETTERS")</i>			
Name	Title	First Name	Second Name Family Name
	Preferred Name		
Personal Details	Male	Female	Date of Birth (Day / Month / Year) / /
Home Address	No.	Street Name	Suburb
	District/State/Province		Country Postcode
Contact Details	Home Telephone		Business Telephone Mobile Telephone
Period for which access is requested	From: / /	to: / /	
Location for access			

<i>University of Tasmania Head of School/Section or Manager of Organisation - Contact Details</i>	
School/Section/Organisation	Name
Position	Signature / /

<i>Who do the email account details need to be forwarded to? ie. School/Section Secretary</i>	
Email Address	

Access to the following University Services is requested.

Service	Required		Administrative Use Only	
	Yes	No	Section to Authorise	Authorised
Internet/Email Access	Yes	No		
Desktop Login Access*	Yes	No	IT Resources	_____ (Signature) / /

*A desktop login will give access to computers controlled by ITR under lease, eg. labs. Please speak with your dept secretary or IT person to confirm this is needed.

Please forward documentation to IT Resources, Private Bag 69, or fax 7171.



Information Technology Facilities Use Agreement

Scope and Purpose of the Agreement

Users of computing and network facilities provided by the University must be aware of the conditions under which access is provided.

The Facilities

The University of Tasmania controls many computers, terminals, computing laboratories, and video conference rooms. These, and their associated networks, hardware, data storage, software, licences, and patents constitute the facilities of this agreement.

The Access to the Facilities

Access to the facilities is restricted to staff, students, and authorised external users.

Access to an individual facility may be further restricted by the facility administrator.

The Purpose of the Facilities

The facilities are provided for activities officially directed towards the mission of the University.

The Responsibilities of a User

The facilities are provided subject to the conditions that the user:

- Make ethical use of the facilities;
- Make appropriate use of the facilities; and
- Co-operate with other users of the facilities.

These conditions are illustrated in the Information Technology Facilities Use Guidelines document (available at ITS, issued at registration, and on display in laboratories). Other illustrative documents include a brief resume of the laws of computer crime and copyright.

Be aware. Do not copy an item if you have not verified that it is in the public domain. Licence and patent conditions compliance may be assumed providing a facility is used for teaching or research only. Do not use a facility outside the teaching and research area unless you have verified the use complies with licence and patent conditions.

Penalties for Guideline Violations

Penalties include:

- Access to facilities being denied;
- Enrolment being suspended, in the case of students; and/or
- Legal action may be instituted against staff or students.

Note that penalties under Ordinance 58 (Student Discipline) are also applicable, in relation to a breach of the Information Technology Facilities Use Guidelines.

I accept responsibility for my use of the facilities, and agree to follow the guidelines specified above. I am aware of the relevant laws and that illegal activities are expressly forbidden.

Signature: _____ Date: _____

Printed Name: _____