

## POST GRADUATE MCIS ROOM WT005. CONDITIONS OF USE

1. This room is to be used **ONLY** by postgraduate CIS students i.e. those studying in the Master of CIS, or the Post Graduate Diploma/Certificate in CIS , or the Bachelor of CIS (Hons) and enrolled in the current semester (or enrolled in the immediate previous semester if used during a semester break period).
2. Students are required to be familiar with, and abide by the AUT rules of "Acceptable behaviour" with regard to using the AUT network, PCs , and the Internet from within AUT (see [http://www.aut.ac.nz/staff/policies/pd\\_folder.php?sectionid=12](http://www.aut.ac.nz/staff/policies/pd_folder.php?sectionid=12) for policies related to ICT Services)
3. Noise should be kept to a minimum and respect should be shown to all who are working and studying in the room.
4. Students are responsible for keeping the room tidy. Rubbish should be disposed of in the waste basket, and waste paper - into the recycle tray.
5. Students should **NOT** touch, or in any way interfere with papers or materials that have been left by others in the room.
6. Avoid printing un-necessarily.
7. The telephone is NOT there for students to make or receive an unreasonable number of personal calls but rather for making contact with Student Helpdesk, lecturers and others involved with student study and work at AUT. If it comes to the attention of the School manager that the phone facility is being abused by excessive and unjustified use then it will be removed from the room.
8. It would be helpful if the door was kept locked at all times and not kept propped open. This would ensure the room could only be accessed by those who know the code i.e. the Postgraduate CIS students.
9. If a student intends to leave the room for a long period of time, they should log out so that the computer they used remains unlocked - others might need it in.

## COMPUTER FAULTS

Students: If there is a software or hardware fault can you please report this to Gordon Grimsey by e mail at [gordon.grimsey@aut.ac.nz](mailto:gordon.grimsey@aut.ac.nz). Please give Gordon the following details:

- The computer AUT inventory number
- The error message
- A description of the problem
- Details of the Operating System
- Details of the application that was running when the fault appeared.

This will enable Gordon to keep track of and correct problems that arise in the room.

## CONSUMABLES

If you need paper or toner for the printer in the MCIS room **WT005**, contact Reception ([computerinfo@aut.ac.nz](mailto:computerinfo@aut.ac.nz) , phone + 64 9 921 9608) during business hours. Planning ahead for printing outside business hours is required.