

LA TROBE UNIVERSITY

School of Engineering and Mathematical Sciences

Internet Policy for Staff and Postgraduate Research Students

The School of Engineering and Mathematical Sciences provides internet access to staff to support their teaching, research and administrative activities and to research students to support their degree-related studies. With internet usage growing each year, the cost of providing this access is also growing rapidly. The policies and practices outlined in this document are designed to contain this cost without limiting valid internet access for staff or students.

1. *If you need to download a particularly large file or files, please advise your Department's technical staff in advance.* The file(s) you require may already be available in another form, such as on a CD/DVD or on one of the School's servers. Alternatively, it may be cached if someone else has recently downloaded it.
2. Reasonable personal use, similar to the use of your office telephone is permitted. *There should be no online watching/ listening/browsing of movies or audio files or large downloads from web pages on off-net sites* as determined by La Trobe University (generally sites not in the .edu.au domain - see <http://netflow.latrobe.edu.au> OnNet/OffNet Query).
3. The School is not directly charged for traffic on the intranet (i.e., within the latrobe.edu.au domain) or on-net (i.e., within the .edu.au domains). *Where possible, files should be downloaded from \\lucas\public or on-net mirror sites* such as mirror.aarnet.edu.au, as this is more cost-efficient.
4. *Use of outside services such as email* (Hotmail, Yahoo, Google, etc), *communication services* (Yahoo Messenger, Skype, Windows Live, etc), *social networking* (e.g. Facebook), *and podcasts must be kept to a minimum*, unless required for work purposes. Text-only email does not generally use large internet resources; *large attachments such as pictures, music or videos should not be downloaded.*
5. Increasingly, many commercial websites and communication services like Skype are using continuous Flash advertisements on their sites. These are non-cacheable and may be downloaded approximately every 20 seconds. Should your browser or communication service be left open throughout the day or overnight on a page displaying these advertisements, it is possible that hundreds of megabytes will be downloaded. *To avoid these unnecessary (and potentially expensive) downloads, browsers and instant messaging windows should be closed when they are not in active use.*
6. All School machines are to use the LTU or School update servers unless there is an exceptional reason not to do so. Please consult the technical staff if in doubt.

7. There are no proxy restrictions for staff and postgraduate research students, except for known bad/malicious sites.

Ian Robinson
Head of School

(Approved by the School Executive Committee, 16 June 2008)