

Operations Policy	
Acceptable Use of Facilities	
1_O_POL_AcceptableUseofFacilities_190501	
1. Policy Statement	<p>In alignment with global operations, the SAE Auckland campus provides students with modern, practical environments for creative media study. The physical resources include industry standard equipment and facilities.</p> <p>This policy outlines the acceptable use of these physical resources to ensure SAE is meeting regulatory requirements including government funding conditions, safety requirements, legal requirements including meeting software licencing regulations and ensuring SAE is supporting local industry through minimising inappropriate access or use of the studio environment.</p>
2. Purpose	<p>This policy describes the acceptable use of SAE facilities, with a particular focus on the on-campus studio facilities and equipment.</p>
3. Scope	<p>This policy applies in the context of SAE operations in New Zealand. Policies and procedures for SAE campuses internationally may vary in compliance with statutory requirements in other countries of operation.</p> <p>This policy covers the physical learning environment including the studio facilities and equipment. IT facilities and software use is outlined in Navitas IT Acceptance Use Policy.</p>
4. Associated Policies and Procedures	<p>This policy should be read in conjunction with the following policies and procedures:</p> <ul style="list-style-type: none"> ● Learning Environment Policy ● Research Policy ● Navitas IT Acceptance Use Policy ● Navitas Physical and Environment Security Policy ● Navitas Wellness, Health and Safety Policy
5. Associated Documents	
6. Policy	<p>6.1 Overview</p> <p>SAE is a global, practice based, independent tertiary institute focusing exclusively on programmes in creative media. To support the teaching and learning at SAE, students and staff access a learning environment that includes industry standard physical resources, studios and equipment.</p> <p>SAE facilities exist for educational purposes only. The studio environments and equipment are maintained to provide a teaching environment for students undertaking SAE programmes and/or for SAE staff engaged in</p>

	<p>teaching and research activities. All work undertaken within the SAE studio environment or using SAE equipment must be related to an SAE activity including for teaching, learning or research.</p> <p>6.2 Appropriate use of physical facilities The SAE Studios and equipment are able to be used for the following educational purposes:</p> <ol style="list-style-type: none"> 1. Staff or guests teaching SAE students 2. Students using a studio or equipment for self-directed learning associated with their SAE studies 3. Staff engaged in research by creative practice as per the Research Policy 4. Staff training or professional development in order to familiarise themselves with studio facilities or equipment <p>6.3 Inappropriate use of physical facilities SAE studios or equipment are not available for hire by the public. All guests on site must be accompanied by an SAE staff member or student and must only be using studio facilities or equipment for an SAE related activity.</p> <p>SAE studios or equipment should not be used for commercial purposes. Neither staff nor students can bring private clients into the SAE studio environment for non-related SAE study or research, nor receive any payment (cash or in kind) for private work that uses SAE facilities.</p> <p>6.4. Access to the SAE facilities for guests In accordance with Navitas' Physical and Environmental Security Policy and the Wellness, Health and Safety Policy, SAE staff and students are responsible for ensuring that any guests on campus are signed in, safe and are appropriately using any of the SAE facilities.</p> <p>6.5 Breach of Policy Any breaches of policy compliance may result in disciplinary action. The Campus Director reserves the right to immediately suspend an SAE student who is in breach of this policy, including the right to cancel their enrolment if deemed appropriate.</p>
<p>7. Records</p>	<p>1_O_POL_AcceptableUseofFacilities_190501</p> <p>DRAFT version released 29 May 2019</p> <p>FINAL version approved by Academic Board 24 July 2019 and released</p>