

ASTON UNIVERSITY

Information Systems Aston

Guidelines for the Use of University ICT Facilities

This is a simplified summary of the "Regulations for the Use of University ICT Facilities". For further information, please consult the full Regulations.

The University may take disciplinary action against you if you breach the Regulations. If you fail to comply with the Regulations, you may also be breaking the criminal or civil law, and you may be liable to a criminal prosecution or a civil action. Ignorance of the Regulations, or the law, cannot be used as a defence. The University will not be responsible for any direct or indirect loss, howsoever caused, by your use of its ICT facilities.

These guidelines apply to anyone using any kind of computer equipment or software, whether or not owned by the University, for any purpose, from within the University, or connected to the University's systems via an external network. They also apply to anyone using the computer facilities of another individual or organisation from within the University.

You will be issued with various usernames and passwords to use University ICT facilities. You must not allow others to use your usernames or passwords, and you must not use anyone else's username or email address, unless this is in connection with the requirements of the University's monitoring policy. You will be held responsible for any misuse of your usernames, so it is essential that you logout before leaving the equipment.

You should change your password(s) regularly: the password should not be a dictionary word, and for maximum security it should be a mixture of alphabetic characters (both upper and lower case), numbers, and punctuation characters.

It is your responsibility to ensure that you can use the University's equipment properly. You must not move any equipment, power it on or off, or connect any equipment not owned by the University, unless explicitly authorised to do so by a member of staff. You must not damage, interfere with, modify, remove, or deny access to, any equipment.

You must comply with the licence provisions of any software or datasets that the University owns or has a licence to use - copies of the licences are available on request from the General Enquiries desk in the Library, or from the Print Service Counter (Room MB477). You must only use authorised software and you must not use or make illegal copies, or infringe any laws relating to copyright or data protection. You must not modify, erase, alter, adapt, or deny access to, any software, databases, or data, unless given explicit permission to do so by an appropriate member of staff. You must not possess or distribute any software or hardware that could be used to breach systems or network security, and you must not incite, encourage, or assist anyone else to use

such tools, for any reason. You must not create, introduce, or risk introducing, computer viruses or anything similar that might damage, interfere with, or deny access to, equipment, software or data.

You must not use any University ICT facilities for commercial gain, or on behalf of a commercial organisation, without permission from a relevant member of staff. Use of the University's connection to the JANET network must comply with the JANET Acceptable Use Policy.

You must not send messages, by any means, to any organisation or individual, inside or outside the University, that may be perceived to be religiously, racially, sexually or personally abusive; that may, without due cause, give offence, cause alarm or distress or amount to harassment or that may be libellous. You must not send unsolicited, chain or pyramid messages, or any other messages that waste the time of other users. You must not send anonymous messages - make sure that your name and identity are clear in all material and information that you send. You should be cautious about forwarding email that has been sent to you personally, in case it contains sensitive or personal information - if in doubt consult the sender and obtain his/her permission.

You must not create, view, retrieve, download, store, disseminate, or in any way publish, any material that may be perceived as being offensive or obscene, unless authorised to do so by an appropriate member of staff, as part of a legitimate academic programme, and provided always that this material is within the law. Furthermore, you must not incite unlawful activity of any kind.

You should desist from playing any games when asked to do so by a relevant member of staff.

You must not interfere with, modify, erase, add to, or in any way change, someone else's data, or data that you do not own, without the explicit permission of a relevant member of staff. You must not plagiarise another person's work, i.e. you must not present the work of someone else as your own.

When using any University computer laboratory, you must not smoke, eat, chew gum, or drink. You must not use mobile phones, personal stereos, or any other equipment that may distract or annoy others - all such equipment must be powered off.

Please keep all areas tidy, and help minimise the risk of fire, by disposing of unwanted paper in the waste bins provided.

You must have an authorised entry card to enter some of the University's computer laboratories. You must not give or lend this card to anyone else, and you must not admit anyone else without such a card to any of these rooms.