

## **REGULATIONS FOR THE USE OF ICT, LIBRARY AND MEDIA RESOURCES, SERVICES AND FACILITIES**

### **Preamble**

1. All Bye-laws and Regulations for the Systems & Services Department or predecessor departments or for the Library, Computing and Media services made before 1 August 2003 are rescinded, unless they complement these Regulations and are listed on the Systems & Services website.
2. These Regulations are made under the University's Articles of Association. In the case of any conflict between these Regulations and the Articles of Association, the Articles of Association shall have precedence. These Regulations cover the use of all ICT, Library and Media resources, facilities and services provided by the University. They shall be binding on all persons having access to those resources, facilities and services managed by the Systems & Services Department. Other regulations in addition may also apply to any similar provision made in academic or other University departments.
3. Any breach of these Regulations may be referred for consideration under the University's appropriate regulations for conduct and discipline.
4. Responsibility for the enforcement of these Regulations rests with the Vice-Chancellor and Chief Executive. S/he may delegate such responsibility to the Director of Systems & Services, who may further delegate such responsibility to his or her duly authorised representative(s) except where delegation is expressly excluded by these Regulations.
5. The Regulations cover access, registration for use, conduct and use of University ICT, library, media and similar resources, facilities and services. They are framed in the context of a mutual responsibility by all users to facilitate access with due regard to the needs of the whole community of the University.
6. The Regulations complement other University policies and procedures, including those governing the conduct and discipline of staff and students. The Regulations are complemented by Systems & Services Codes of Conduct, procedures, policies and other guidance issued from time to time by the Director of Systems & Services and made available through the Systems & Services website and other means.
7. The use of any resources, facilities and services not owned by this University, but which are accessed by users through Systems & Services, are covered by these Regulations. Any regulations imposed by the owners of those resources, facilities and services shall be binding on users.
8. Words used in these Regulations shall have the meanings assigned to them in the Articles of Association, with the following additions:
  - 8.1. "Academic Board" shall include any Committee that the Academic Board may designate for the purpose;
  - 8.2. "Systems & Services" shall mean those areas of premises designated Systems & Services facilities by the Director of Systems & Services; for example: IT labs, integrated learning resource centres, learning resource centres, libraries, media workshops; and those facilities provided through the University's ICT networks;
  - 8.3. "item" shall include all types of material and equipment provided by Systems & Services;
  - 8.4. "ICT" shall mean Information & Communications Technology;
  - 8.5. "user" shall mean anyone accessing or making use of resources, facilities and services provided through Systems & Services either on or off campus.
  - 8.6. Reference to the the Vice-Chancellor and Chief Executive shall include any person appointed as a deputy by them for the purposes set out in these Regulations.
  - 8.7. Reference to the Director of Systems & Services shall include any person appointed as a deputy by the Director of Systems & Services for the purposes set out in these Regulations.

## **Access**

9. Systems & Services resources, facilities and services are available during prescribed hours, to enrolled students and University employees, who may be required to produce evidence of identity and complete any registration formalities. For the purposes of these Regulations only, employees of the Students' Union, members of the Board of Governors and recipients of the University's Honorary Degrees are regarded as employees of the University
10. Any other person may be given access at the discretion of the Director of Systems & Services or her/his nominee.

## **Conduct of Users**

11. Anyone whose conduct is such that it compromises either the security or the legitimate interests of other users or of Systems & Services staff may be required to leave the premises by a member of Systems & Services or Estates staff or any other authorised officer of the University.
12. Users must conduct themselves in an orderly manner and pay due regard to the interests of other users and Systems & Services staff, in accordance with codes of conduct issued from time to time by the Director of Systems & Services.
13. For example:
  - 13.1. Silence is to be observed in all quiet study areas. Noise levels in group-study areas must not cause annoyance to other users or Systems & Services staff;
  - 13.2. Smoking anywhere on Systems & Services premises is not allowed;
  - 13.3. Food and drink must not be brought into or consumed on Systems & Services premises, except in areas explicitly designated for this purpose.
  - 13.4. Mobile phones, and other equipment which may cause disturbance to others, must be switched off in Systems & Services premises, except in areas explicitly designated.
14. All copying is subject to the Copyright, Designs and Patents Act 1988, EU directives, and/or

relevant legislation in force at the time the copy is made. It is also subject to the terms of the Copyright Licensing Agency (CLA) and any other licences held by the University.

15. Users shall abide by any other licence agreements for example, software licences entered into by the University.
16. Users must comply with any health and safety or emergency instructions displayed or issued by the Director of Systems & Services or nominee. Users must not use unapproved mains electrical equipment in any Systems & Services premises.
17. Users are responsible for their personal belongings and must take care that they do not present a health and safety hazard to other users or to Systems & Services staff. Users of ICT resources may be required to disclose the contents of bags or clothing, or present books and papers for scrutiny, if required by Systems & Services or other authorised staff.
18. Users must not mark, deface or in any way damage any Systems & Services equipment or materials, whether in Systems & Services premises or elsewhere.
19. Seats in Systems & Services premises may not be reserved by users; unattended equipment may be switched off or returned to its default state by Systems & Services staff.
20. Unattended material left at a workstation or reading space may be removed by Systems & Services staff at their discretion and retained in a place of safety.
21. Users may be required to vacate Systems & Services facilities at the request of authorised staff at any time.

## **USE OF ICT RESOURCES**

### **Registration for the use of ICT Resources**

22. All students enrolled and taught at the University, and all University employees, are eligible to apply to register to use ICT resources.
23. The Director of Systems & Services shall establish from time to time Registration Procedures for the use of ICT resources, which

shall include the production of evidence satisfactory to the Director of Systems & Services as proof of identity.

24. Users will be required to produce identification when asked by a member of staff.
25. Some ICT resources may be designated as having closed or restricted access. Use of facilities and equipment may be restricted to users who can give proof of competence as specified by the Director of Systems & Services, or may only be available under supervision by Systems & Services staff and/or at their discretion.

### **Responsible use of ICT Resources**

26. The University requires all users to comply with the provisions and obligations of all legislation and with the conditions of use imposed by the various funding authorities which relate to the use of ICT, for example: the Data Protection Act, 1998; the Copyright, Designs and Patents Act, 1988 and other European Union directives; the Computer Misuse Act, 1990; the Freedom of Information Act 2000; and the Joint Academic Network (JANET) Acceptable Use Policy, which is issued by UKERNA (the UK Education and Research Networking Association) under the authority of the Higher Education Funding Council (England). All users must also comply with the policies, regulations and guidelines for the use of ICT issued from time to time by the Director of Systems & Services.
27. Hacking and the deliberate introduction of viruses into any ICT system are serious offences and are subject to the University's disciplinary regulations.
28. Any use of ICT resources, for example email or Internet, which is illegal, indecent, offensive, threatening, which harasses any person, whether a member of the University or not, or which may constitute a criminal offence is forbidden and may be subject to the University's disciplinary regulations.
29. The ICT resources provided by the University are intended for use in relation to the work, or in the interest, of the University. Limited personal use is permitted provided it does not interfere with the work of others or jeopardise the interests of the University.
30. ICT resources provided by the University may not be used for commercial activity, for advertising or for fundraising, except for University-related activities, unless such activities have been specifically approved by the Vice-Chancellor and Chief Executive. A charge may be levied for such use.
31. Users are expected to comply with the University's Acceptable Use Policies for ICT Facilities issued from time to time by the Director of Systems & Services. For example use shall not be made by any individual of any username or identity or ICT resources allocated to another person, unless such use has been specifically authorised by the Director of Systems & Services.
32. Similarly, an individual may not give any other person use of any username, or identity, or ICT resources which have been allocated to them, unless such use has been specifically authorised by the Director of Systems & Services.
33. No one shall wilfully or deliberately jeopardise the integrity of the equipment, facilities, programs, or other stored information, or other person's work, or invade another person's privacy.
34. The copying, modification, dissemination or destruction of software, programmes or any similar proprietary information or other action that may constitute a criminal offence is forbidden.
35. Breaching the access or security of any ICT systems, wherever based, is forbidden. Searching for security loopholes is considered as serious as actually breaching security.
36. Users are not permitted to exploit commercial programs, results, or other material developed using University ICT resources, unless such exploitation has been specifically authorised by the the Vice-Chancellor and Chief Executive.
37. Connection of equipment to the University network is only permitted with the permission of the Network Manager. Personal laptops and similar devices (whether connected directly or

via wireless link) must be registered with Systems and Services before connection. Wireless base stations may only be connected if configured by a member of the Systems and Services network team.

## **USE OF LIBRARIES**

### **Registration for use of Libraries**

38. All students enrolled and taught at the University and all University employees are eligible to apply to register with the Library as borrowers.
39. The Director of Systems & Services shall establish from time to time Registration Procedures for the use of Library resources, which shall include the production of evidence satisfactory to the Director of Systems & Services as proof of identity.
40. Registered borrowers must produce their current University ID card when asked to do so by a member of Systems & Services staff or any other authorised officer of the University.
41. Borrowing rights are not transferable from one person to another and any item recorded as borrowed by a registered user is the responsibility of that user.

### **Borrowing**

42. No item may be taken from the Library until the loan has been recorded by a member of Systems & Services staff.
43. Items available for loan, loan periods, the number of loans allowed to any borrower and other conditions of loan, will be as determined from time to time by the Director of Systems & Services and displayed in Libraries.
44. The Director of Systems & Services may require the immediate return of any item.
45. Items must be returned to a member of the Library staff at the site Library from which they were borrowed or to a designated point for Library item returns.
46. Users may be required to satisfy Systems & Services or Estates staff that any item taken out of the Library has been properly recorded and, before leaving the Library, must if so

requested, disclose the contents of any bag or clothing and present any items or papers for scrutiny.

47. Any item borrowed from an outside agency is subject to the conditions imposed by that agency.

### **Charges**

48. The Library will normally require the return of an item at the end of its loan period. Failure to comply with this Regulation may result in charges being levied for the overdue period, as determined by the Director of Systems & Services. The rate of charges in force will be displayed in each Library.
49. Charges may be imposed by the Director of Systems & Services for loss or damage to library material.

## **USE OF MEDIA AND TELEVISION FACILITIES**

50. The Director of Systems & Services will from time to time determine which media and television equipment and facilities may be used by enrolled students of the University and by employees of the University other than Systems & Services staff.
51. Certain media or television equipment and facilities may be designated as available on open access during prescribed hours. All students enrolled and taught at the University and all University employees are eligible to use these facilities.
52. Some media or television equipment and facilities may be designated as closed or restricted access. Use of facilities and equipment may be restricted to users who can give proof of competence as designated by the Director of Systems & Services, or may only be available under supervision by Systems & Services staff and/or at their discretion.
53. Users of media and television facilities may be required to provide valid proof of identity as designated from time to time by the Director of Systems & Services.
54. Users of media and television equipment and facilities must follow instructions and guidelines approved by the Director of

Systems & Services, particularly in regard to health and safety and the avoidance of damage to equipment or premises. These guidelines must be followed wherever the equipment is used. Failure to follow instructions or abide by approved guidelines and/or codes of conduct may result in permanent or temporary withdrawal of access to equipment and facilities.

### **Borrowing**

55. The Director of Systems & Services may permit employees of the University and enrolled students to borrow items of media or television equipment. Loan of items may be restricted on the basis of the programme of studies the user is following.
56. Items available for loan, loan periods, the number of loans allowed to any borrower, and other conditions of loan, will be as determined from time to time by the Director of Systems & Services and will be displayed in Media Resource Centres.
57. No item of equipment may be taken from the Systems & Services Department until the loan has been approved and recorded by a member of Systems & Services staff.
58. The Director of Systems & Services may require the immediate return of any item.
59. Any item of equipment must be returned to a member of Systems & Services staff at the site from which it was borrowed or to a designated point for equipment returns.
60. Users may be required to satisfy Systems & Services staff that any item taken out of the department has been properly recorded and, before leaving the department, must if so requested disclose the contents of any bag or clothing.
61. Users may be required to satisfy the Director of Systems & Services that they have adequate insurance cover for the item to be borrowed, or provide some other approved form of guarantee against loss or damage.

### **Charges**

62. Systems & Services will normally require the return of equipment at the end of its loan

period. Failure to comply with this Regulation may result in charges being levied for the overdue period, as determined by the Director of Systems & Services. The rate of charges in force will be displayed in each Media Resource Centre.

63. Charges may be imposed by the Director of Systems & Services for loss or damage to equipment, up to the full replacement cost of the equipment as new plus reasonable administrative costs.
64. A deposit against loss or damage, or a charge to cover the cost of insurance and/or wear and tear may be levied on loans of media and television equipment.

### **PENALTIES FOR BREACH OF THESE REGULATIONS**

65. Failure to comply with these Regulations may result in the suspension of rights to use Systems & Services facilities in whole or in part, by the Director of Systems & Services.
66. Serious or persistent abuse of these Regulations shall be dealt with under the Student Code of Conduct or the Procedures Relating to Conduct, Capability and Sickness Absence as appropriate.
67. A person whose rights to use Systems & Services has been restricted by the Director of Systems & Services shall have a right of appeal to the the Vice-Chancellor and Chief Executive whose decision shall be final. Any such restriction against which an appeal is made shall remain in operation unless and until the Vice-Chancellor and Chief Executive shall rescind or vary it.
68. Any individual using Systems & Services as part of an agreement with another organisation, who is in breach of these Regulations may be disbarred from the use of the facilities at the discretion of the Director of Systems & Services.
69. Nothing in these Regulations shall limit the right of the University at any time to take what legal action it shall think fit to obtain restitution at law for damage to or loss of property, or other damage caused through the use of its facilities.

70. The the Vice-Chancellor and Chief Executive shall not confirm the conferment of an award upon any student who has, on completion of their course, not returned any equipment or other items on loan to them and has not paid any outstanding debt incurred in connection with the use of Systems and Services facilities or equipment.

**Liability**

71. The University accepts no liability for the correctness of any results produced using Systems & Services resources, nor for any failure of equipment to produce results, nor for any loss or damage to data, nor for any consequential loss or damage.
72. The University will not accept responsibility for actions, proceedings, costs, claims, or demands arising as a result of non-compliance with these Regulations.