

ACCEPTABLE USE OF COMPUTER FACILITIES



The Students' Union has provided officers and staff with facilities for email and Internet access through the Bath Spa University College network. The Bath Spa University College Network is part of a wider network of educational institutions that participate in JANET (The Joint Academic Network) one of the precursors of the Internet/WWW. Participants in Janet can be recognised by the letters **ac.uk** in their email address or domain name. As this network has developed, rules have been agreed by members to regulate the use of this facility and are a generally accepted code of behaviour.

As users of the network BUSC SU staff and officers must abide by these rules which are set out below. These rules are based on, and incorporate, the rules set out for users published by Bath Spa University College.

These rules are the policy of Bath Spa University College Students' Union agreed by the Executive and apply equally to officers and staff. They exist to protect individual users, the Students' Union and Bath Spa University College from potential legal action from other organisations and disciplinary action under the procedures of the College and Students' Union.

Bath Spa University College or the Students' Union may withdraw access to these facilities if users fail to comply with these conditions.

Where a violation of these conditions is illegal or unlawful the matter may be referred by Bath Spa University College or the Students' Union Executive Committee for legal action.

Breach of this policy may, in the case of staff of the Students' Union, constitute a matter for disciplinary action.

Students' Union officers and staff should be aware that network traffic is monitored by BSUC as far as is possible while respecting privacy.

Part 1.

Users of BSUC SU computer facilities must not:

- Make unauthorised access to, or modification of, any data, programme, facility or service
- Waste BSUC SU computer resources or staff time
- Corrupt or destroy other users' data
- Violate the privacy of other users
- Disrupt the work of other users
- Deny the use of BSUC SU computer services to other users
- Introduce computer viruses, worms, logic bombs or Trojan horses
- Create or transmit any offensive, obscene or indecent image, data or other material, or any data capable of being resolved into an obscene or indecent image or material

- Create or transmit material designed or likely to cause insult, annoyance, inconvenience or needless anxiety
- Create or transmit defamatory material
- Use unlicensed software
- Create or transmit material such that this infringes the copyright of another person
- Alter work protected by copyright when it is copied into a website even with the owner's permission
- Fail to credit in any website work protected by copyright even with the owner's permission.
- Include in any website a trade name, logo or trademark of any organisation without the owner's permission
- Process personal data in a way that infringes the principles of the Data Protection Acts

Part 2.

Users of BSUC SU computer facilities must not:

- Encrypt data without supplying the encryption key to Computing Services (who may be required to disclose the key to the police)
- Use BSUC SU computer facilities for financial gain other than for Students' Union matters.
- Use BSUC SU facilities to play a computer game.
- Use BSUC SU facilities to check personal e-mails.
- Use BSUC SU facilities to access chat rooms
- Maliciously, mischievously or negligently create or transmit material that may cause adverse publicity for the Students' Union or the University College
- Leave accessible PCs unattended without logging off
- Remove computer equipment without the authority of the Students' Union
- Disclose his/her password to another user
- Use another user's password
- The Students' Union postal address may not be used as delivery address for material purchased from on-line service providers or commercial operations using a personal credit or debit card
- Purchases or contracts are not to be made for or on behalf of the Students' Union using email or on the net without the normal ordering/contact procedure being followed.