

Rules for the Use of Computer Facilities

Introduction

1. These rules are issued on the authority of the Senate of Cranfield University in accordance with Regulation 19. They apply to the use of all computer facilities provided by or made available within the University. They supersede all previous rules concerning computer facilities issued under Regulation 19.
2. These rules specify what is applicable to all users. Users of particular services which are only available after allocation of a "username" or similar, must in addition comply with all rules appertaining to the particular service concerned. Such rules shall be issued on the authority of the person in charge of the service concerned, and those registering may be required to sign an undertaking that they are aware of the rules and undertake to comply with them.

Definition of "Computer Facilities"

3. In these rules, the term "computer facilities" includes all computer hardware including peripheral equipment and all devices for communication between computers. It also includes all software, including operating systems and all forms of programs and stored data, whether made available directly by the University or merely accessed via University facilities.

Restrictions on Use

4. Computer facilities owned by or made available through the University will generally have been supplied on the understanding that their use will be restricted to particular purposes. Accordingly there is a general rule that the computer facilities shall only be used by staff or students of the University, and such other persons who may be so authorised by the University; and then only for bona fide educational use, except where other uses have been duly authorised by the University. It should be noted that:
 - (a) "authorised by the University" means that the user concerned has received authorisation in writing on behalf of the University by a member of staff who has the authority give such authorisation.
 - (b) Members of staff are not permitted to authorise use of facilities by others unless specific authority to do so has been delegated to them by the Vice-Chancellor, or by the Head of School concerned. Any authorisation given must be consistent with any undertakings given by the University to suppliers or providers in relation to the facilities concerned; and, in relation to non-educational use and/or use by persons other than staff or students, must be linked to appropriate arrangements for charging for the use of the facilities.
 - (c) The term "educational use" includes teaching, research, personal educational development, and administration and management of the University's affairs; but does not include consultancy or other activities involving commercial gain.

Other General Rules

5. Computer facilities may only be used on the basis that the University will not accept any liability whatsoever for correctness of results, or of any loss, damage, injury or expense which may result.
6. All users shall take all reasonable measures to prevent access to computer facilities by unauthorised persons, or any use which is in conflict with these rules.
7. No user may infringe any copyright of any software or documentation. All material must be assumed to be protected by copyright unless there is specific evidence to the contrary. No material may be copied without the express permission of the copyright holder.
8. No data of a personal nature may be stored or processed without the user first considering the implications in relation to the Data Protection Act (1998) and ensuring that the proposed storage and use of the data falls within the scope of the University's notification under the Act.
9. No user shall by any wilful or deliberate act, or by failure to act with due and reasonable care:
 - jeopardise the integrity of the computer facilities or any of the programs or data held therein;
 - jeopardise the work of other users of the facilities;
 - attempt, without proper authority, to access, copy, modify or disseminate information which is not intended for his/her use.

This shall apply both within the University and in other computing locations to which the facilities of the University allow access.

10. The attention of all users is drawn to the various English legislation which relates to computer use, and in particular to the:
 - Computer Misuse Act (1990)
 - Copyright, Designs and Patents Act (1988)
 - Defamation Act (1996)
 - Data Protection Act (1998)
11. The University is also required to comply with the Regulation of Investigatory Powers Act 2000 and subsequent Anti-Terrorism legislation. Relevant information on use of University computing systems is therefore held by the University in order to comply with the requirements of this legislation. University staff supporting IT systems may from time to time view the content of users' files while in support of the systems. Any noted irregularities will be reported to relevant officers of the University and may be investigated further.
12. The University will be fully prepared to seek the prosecution of any person believed to have committed an offence under current English legislation in relation to its computer facilities. The University will offer no support or indemnity to anyone prosecuted under this legislation.

Breaches of Rules

13. Breaches of these rules by members of the staff or by students may be dealt with under the University's disciplinary procedures as appropriate. Such action may be additional to any action taken by the Police or by the Crown Prosecution Service.
14. The Vice-Chancellor or nominated deputy may, on the recommendation of the Head of the School or Computer Centre concerned, exclude anyone from access to any or all of the University computing facilities whilst possible breaches of the rules by them are being investigated, and also if it is subsequently established that a breach of the rules has occurred.

[These rules were approved by Senate in October 2003 and supersede all previous issues]