

Public workstation area use policy

Version : 1.0

Approved by iSolutions : 8th February 2007

1. Purpose of the public workstation areas

The University provides access to computing workstations in public areas for University staff, students and other authorised users:

- a. for the purpose of supporting those users in teaching, learning, research or other authorised work at the University
- b. where, for these purposes, they do not have access to their own or other computer facilities, or require specialised facilities not available elsewhere

2. Who may use the public area workstations?

- a. Unless otherwise specified, access is available to any person authorised to use a computing account issued by the University
- b. Public workstation areas may be booked for learning and teaching activities. Users may not enter a workstation area during times they are booked for other activities, except as a member of the group they were booked for
- c. Certain workstation areas may be designated for the priority use of certain groups in the University

3. Other applicable regulations and policies

All use of the University workstations is subject to:

- a. University regulations ¹
- b. The JANET acceptable use policy ²
- c. iSolutions' regulations and policies ³

4. Acceptable use

The following activities are not permitted in public workstation area rooms:

- a. Activities that :
 - i. are not related to Learning, Teaching, or Research, or other associated social and recreational use
 - ii. prevent other users from using the workstations for these purposes
- b. Activities which will cause disturbance or distress to other users of the area, such as:
 - i. unreasonable noise, such as music, mobile phones, loud conversations
 - ii. access to or display of material which can be reasonably expected to cause public offence – such as that which is sexually explicit or racist
 - iii. activities which would put the safety of other users at risk
- c. Smoking, drinking and eating

- d. Allowing unauthorised access:
 - i. when access to the workstation areas is restricted – such as to University ID card holders out of normal hours
 - ii. to the workstations by allowing others use of your username and password
 - iii. by failing to log out when you have finished using a workstation, or not locking access when away from it for a short period
 - e. Use for long periods of time, especially when the rooms are busy and other users may need access
 - f. Leaving workstations in use and unattended for more than a short period of time (5 minutes at busy periods)
 - g. Any activities which will impair the operation of the workstations, associated equipment and software, or other services available to University users
 - h. Making workstation areas untidy. Place litter in bins provided
5. Copyright (in place of a separate Copyright policy)
- a. Information stored in electronic form (known as works) may only be copied or performed with the consent of the original author (or those to whom the author has given this right). This is known as copyright and such works are protected by UK and international law.
 - b. Copying is any activity that creates an additional copy of any part of the material (referred to as a work) – this includes downloading, storing, sharing or copying the work in any form and media (such as on hard disk, memory sticks, MP3 players, CDs, DVDs).
 - c. Users may not create copies of any work, except as allowed under any copyright agreement. Where these exist restrictions may be placed on the amount that may be copied (such as journal contents), or use that may be made of any copy (such as purchased music or film).
 - d. The availability of a work in electronic form that can be copied is not a guarantee that legal consent to do so has been granted by the copyright owner. It is the responsibility of a user to ensure they are legally entitled to make a copy before doing so.
6. Connecting your own equipment
- a. Users may only connect peripheral devices to the standard external ports provided. They may not disconnect any equipment provided by the University.
 - b. Users may not connect their own computers to the network or other facilities, except at the self-service access or wireless access points provided for that purpose.
7. Unauthorised alterations

Users must not without written permission from the Director of iSolutions:

- a. remove any item of computer hardware in the workstation rooms or interfere with its normal operation
- b. remove, alter or add to software installed on the workstations

8. Monitoring of use

Users' access to workstations may be recorded, and these records may be accessed should it be necessary to:

- a. investigate a specific complaint of misuse
- b. prevent or detect crime

9. Reporting problems/ misuse

Problems and misuse should be reported through the iSolutions ServiceLine.

To assist with resolving problems please provide: the date and time, building and room number, the workstation number, and a description of the problem or misuse.

10. References

- 1 University Regulations for the Use of Computers, and Voice and Data Communications Networks [LINK](#)
- 2 JANET acceptable use policy (<http://www.ja.net/services/publications/policy/aup.html>)
- 3 Regulations for use of University computing services supplied by iSolutions [LINK](#)