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**UNIVERSITY RULES**

**RELATING TO USE OF INFORMATION TECHNOLOGY BY STUDENTS**

#### Updated August 2011

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# general

* 1. It is a condition of enrolment that a student agrees to abide by these Rules, and all associated regulations, policies and procedures,
  2. All regulations, policies and procedures referred to within these Rules are available online at [www.bournemouth.ac.uk](http://www.bournemouth.ac.uk) or on request from AskBU.
  3. All students are required to sign, inter alia, the following declaration at enrolment:

“I accept that as a student of Bournemouth University I am bound by all the Rules and Bye-laws in force under the Articles of Government of the University”

* 1. These Rules and all associated regulations, policies and procedures shall be binding on and observed by all students whilst on or travelling to or from University premises, whilst using property or facilities belonging to or provided by the University, the Students’ Union or any of our Partner Institutions, whilst participating in any activities or placements organised by the University or whilst in accommodation arranged through or on behalf of the University.
  2. A student using the services or facilities provided by the University, Students’ Union or Partner Institution must observe the Rules and all associated regulations, policies and procedures relating to such services including any made from time to time under powers delegated by the University Board. A copy of any such rules is available electronically via the internet, in the Library and may be obtained from the AskBU.
  3. These Rules, and all regulations, policies and procedures referred to in this document are neither exclusive nor exhaustive.
  4. The headings given in these Rules are for ease of reference only and shall not affect interpretation.

# Changes to the Rules

2.1 The University reserves the right to vary, add to or amend these Rules and all associated regulations, policies and procedures from time to time as appropriate and at its absolute discretion and, if necessary, with immediate effect. A copy of any changes so made will be available electronically via the internet, lodged in the library and may be obtained from AskBU.

2.2 Every effort will be made to give students due notice of any changes in these Rules or any associated regulations, policies and procedures, however students are advised to check the current version in force at the time of enrolment/re-enrolment.

2.3 Communication with students regarding changes to the University Rules and all associated regulations, policies and procedures will normally be by email to the email address issued by the University. It is the student's responsibility to arrange for redirection to other email addresses.

# Definitions

These rules relate to all University Information Technology (IT*)* facilities defined as:

1. all computer and telecommunication systems within all University sites connected to the University’s networks whether owned by the University or not;
2. all computer and telecommunication systems owned or leased by the University and not connected to the University network;
3. all electronic systems, data and file servers, bulletin boards, conferencing systems, web sites, electronic publication sites, SuperJANET and all Internet access via the University network; and
4. all software and data stored, processed, displayed or transmitted by any University computer system.

# Legal Framework

## These rules apply subject to and in addition to the law. In all cases involving a breach of the law, legal sanctions may apply. Applicable laws include:

1. Data Protection Act 1984 and 1998;
2. Copyright, Design and Patents Act 1988;
3. Computer Misuse Act 1990.

## These and several other Acts (including The Obscene Publications Act 1978 as amended by the Criminal Justice Act 1994) identify a number of prohibited actions related to the use of IT which, if proven in a court of law, may lead the perpetrator to a fine or imprisonment or both, or a suit for damages in the civil courts. The following regulations are framed to remind all members of the University of their legal obligations under these Acts of Parliament. In addition, the use of computer software and databases may also be subject to the terms of licence agreements into which the University has entered and which are enforceable by the licensor in the civil courts.

## Copies of the relevant legislation may be accessed in the University Library.

# Access

## The University’s designated ‘Open Access’ computer resources are available to all currently enrolled students and to all staff.

## Other persons may be permitted access to these systems and facilities with the written agreement of the Director of Estates and IT Services.

## Access to other specialist IT facilities, normally located within schools, is at the discretion of the appropriate Dean of School or his/her designated representative.

## All persons making use of any University IT resource shall identify themselves to any authorised representative of the University if required to do so by production of their Student Identity Card.

## Any organisations, groups or individuals not employed directly by the University, or registered as bona fide students, must obtain express permission in writing from the Director of Estates and IT Services before using any University IT facility, and must give a written undertaking to abide by these rules.

# Conduct of Users

## Users of the University’s IT systems and facilities must do so in a way which does not interfere either with other users or with the operation of the systems.

## Users must not, without the appropriate authorisation in writing, attempt to access resources, remove resources from their designated place, or modify the configuration of hardware or software.

## Movement of any IT facility without permission from the Director of Estates and IT Services, the relevant Dean of School or Professional Service is forbidden.

## Connection of unauthorised hardware to any of the University’s networks without permission from the Director of Estates and IT Services, the relevant Dean of School or Professional Service is forbidden.

## Connection of any internet enabling device or other external link, enabling remote access to any University system without permission from the Director of Estates and IT Services is forbidden.

## No user shall install or run unauthorised software on any of the University’s computing resources without specific permission or direction. Software, which must be licensed, must be authorised by the Director of Estates and IT Services, or the relevant Dean of School or Professional Service and must be licensed.

## No user shall store on any University system, download from the Internet or transmit using electronic mail any material or message which may generally be considered to be offensive or obscene (other than for properly supervised and lawful research purposes). In this context, the interpretation of ‘offensive or obscene’ will normally be the responsibility of the Director of Estates and IT Services. In those cases where a dispute arises, the matter will be referred to a group consisting of the Registrar (who shall be Chairman), the Director of Estates and IT Services, the Dean of the School or Professional Service relating to the user, the President of the Students’ Union and the Vice President Student Affairs of the Students’ Union.

## Where storage quotas are specified for networked file server or mail systems, users must ensure that they manage their files and mail boxes to keep within these quotas.

## No user shall copy from the University’s IT systems, onto a removable medium, by whatever means, any program files, data files or documentation which are protected by any form of copyright without the express permission in writing of the Director of Estates and IT Services, or appropriate Dean of School, or Head of Professional Service other than where the user is the owner of the copyright of the said program, data or documentation.

## No user shall transmit any information acquired by the use of the system to any person who is not a member of staff or a currently enrolled student, without the permission of the information owner.

## Personal data (as defined by the Data Protection Act 1984 and 1998) may only be held or processed on the University’s IT systems in accordance with the provisions of the Act. Any person wishing to use the IT systems for any such purpose is required to inform the University Information Officer in advance, and comply with any restrictions which he/she may impose concerning the manner in which the data is held, disclosed or processed.

## Users are responsible for the security of their own personal data. Where a password has been issued to an individual to allow access to the system, the individual concerned is forbidden to reveal that password to any other person.

## No user shall make use of IT access accounts allocated to another individual unless they have specific authorisation from the related Dean of School.

## Any user who uses IT resources for purposes which are private, for personal financial gain, or outside their official duties or functions shall be responsible personally for reimbursing the University for the cost of resources used. Students and staff must obtain permission from their Dean of School before using IT facilities for private use.

## No user shall use any University IT facility to transmit abusive, offensive, intimidating, distressing or nuisance communications to any other recipient whether a member of this University or not.

## No user shall use any University e-mail or conferencing facility, other than those which are specifically approved for this purpose (see Rule 6.17), to sell or buy goods or services, or to advertise or promote activities other than those directly related to official University business.

## Where University e-mail or conferencing facilities are provided for non work related use, no use shall be made of these facilities for selling goods or services not personally connected to the user, or goods which do not comply with HM Customs and Excise regulations. No user shall advertise or promote service providers or organisations other than charitable institutions.

## No user shall masquerade as another. Login names and passwords, which are designated for individual use, must not be shared under any circumstances.

## Use of any databases made available by Bournemouth University is subject to the following conditions:

## Users must ensure that all the requirements of the agreements or contracts under which the facilities are held by Bournemouth University are maintained. Copies of the agreements or contracts are available on-line from the relevant databases or may be seen by application to the School or Professional Service which made each database available;

## Users must ensure that any copyright statement is maintained on any copies of the information used;

## Users must ensure the security and confidentiality of the databases made available, and not make any further copies from them except and insofar as this may be permitted within the terms of the licence conditions pertaining to the use of each database;

## Users must use the information derived from the databases only for purposes defined in the Licences.

## Users must adhere to the terms and conditions of all license agreements relating to computer facilities they use. It is the users’ responsibility to make themselves aware of all such terms and conditions.

## Whilst using IT facilities, users must not engage in any action, likely to bring the University into disrepute, including illegal and criminal behaviour.

## All users shall adhere to the JANET Acceptable Use Policy, copies of which are available on the Internet at:

## <http://www.ja.net/documents/publications/policy/aup.pdf>

## Non compliance with the JANET Acceptable Use Policy will be treated as a serious breach of the University Rules.

## Users of the University’s IT facilities must ensure that they cause no disturbance to others.

# Use of Resources

## Use of facilities and resources is dependent on the observance of these Rules. Where a possible breach of these Rules has occurred staff and students are required to co-operate in any investigation. This will include full access to any personal equipment brought into the University.

## All University staff and enrolled students are entitled to use ICT resources.

## Other persons, upon application to IT Services, may be granted permission to use resources and a fee may be charged to borrow equipment.

# Damage to Equipment

## A sum to cover the full cost of replacement will be payable.

## The offender and the relevant Dean of School will be informed if further action is to be taken. Further action may include, as a minimum, the withdrawal of all borrowing rights for a defined period.

## The Procedures of the University as set out in the Student Disciplinary Procedure may be implemented in the event of damage to University property.

# Breaches of Rules

## Bournemouth University reserves the right to withdraw access privileges and report to the appropriate authority any user who uses the internet for illegal purposes.

## Any user guilty of serious or repeated breach of these rules may have their access privileges to some or all of the University’s IT resources withdrawn. Such withdrawal shall be confirmed in writing to the user and, in the case of a student, to his/her Dean of School.

## Bournemouth University reserves its right to take appropriate action against individuals who cause it to be involved in legal proceedings as a result of violation of its licensing agreements.

## Failure to abide by the RULES RELATING TO INFORMATION TECHNOLOGY FACILITIES may be subject to Student Disciplinary Procedures as appropriate.