

University of Cambridge

Department of Physics

Acceptable Use of Computing Facilities

This document is in three parts. The first part gives the Rules made by the Information Strategy and Services Syndicate of the University; the second part applies to all users within the Department and the third part relates to a particular group within the Department.

Rules Made by the Information Strategy and Services Syndicate

Revised December 2009

The most recent version of the rules made by the Information Strategy and Services Syndicate under the provisions of Regulation 5(g) for the Syndicate for the use of University and College information technology facilities is set out below. It should be noted that, although that regulation limits any fine to the sum of £175, offenders may also be required to reimburse costs, which may amount to a much larger sum.

The term IT facilities shall mean the facilities of the University Computing Service, and all other information technology facilities provided by the University, and any in College institutions designated by the appropriate College authority concerned as facilities to which these rules shall apply.

IT facilities are provided for use only in accordance with the aims of the University and the Colleges as promulgated from time to time, unless stated otherwise by the appropriate Authorized Officer.

1. No person shall use IT facilities, or allow them to be used by others, without due authorization given by the Syndicate or by the appropriate Authorized Officer, who may impose conditions of use to ensure efficient operation.
2. By means of published documentation an Authorized Officer may designate an IT facility as authorized for use by specified classes of persons and for specified purposes. In the case of facilities not so designated, resources are allocated individually; every such allocation of IT resources shall be used only for the designated purpose and only by the person to whom the allocation was made. Use shall not be made of IT resources allocated to another person or group of persons unless such use has been specifically authorized by the Syndicate or by the appropriate Authorized Officer.
3. No person shall by any wilful, deliberate, reckless, unlawful act, or omission interfere with the work of another user or jeopardize the integrity of data networks, computing equipment, systems programs, or other stored information.
4. All persons authorized to use IT facilities shall be expected to treat as privileged any information which may become available to them through the use of such facilities and which is not obviously intended for unrestricted dissemination; such information shall not be copied, modified, disseminated, or used, either in whole or in part, without the permission of the appropriate person or body.
5. In the case of any information which is designated in a Notice issued by or on behalf of the Syndicate as proprietary or otherwise confidential, every person using IT facilities shall be required:

(a) to observe any instructions that may be issued specifying ways in which the information may be used;

(b) not to copy, modify, disseminate, or make use of it in any way not specified in those instructions, without first obtaining permission from the appropriate Authorized Officer.

6. No person shall use IT facilities to hold or process personal data except in accordance with the provisions of relevant legislation, including the Data Protection Act 1998. Any person wishing to use IT facilities for such a purpose shall be required to inform the Authorized Officer in advance and to comply with any restrictions that may be imposed concerning the manner in which the data may be held or the processing carried out.

7. No person shall use IT facilities for private financial gain or for commercial purposes, including consultancy or any other work outside the scope of official duties or functions for the time being, without specific authorization to do so.

8. Any person who misuses IT facilities or who uses IT facilities for private financial gain or for commercial purposes, with or without specific authorization to do so, may be charged with the cost of such use or misuse at a rate determined from time to time by the appropriate Authorized Officer. If any person who has been so charged with the cost of IT resources fails to make reimbursement, any authorization to use IT facilities shall be suspended automatically until reimbursement is made in full, and the matter shall be reported by the Syndicate to the appropriate University or College financial authority.

9. No person shall use IT facilities for unlawful activities.

10. Any person believed to be in breach of one or more of these rules shall be reported by the Authorized Officer to the Syndicate who may at their discretion, after considering the Officer's report and any other relevant matters, impose a penalty or penalties in accordance with Regulation 5(g) for the Syndicate. The Syndicate may also recommend to the appropriate University or College authority that proceedings be initiated under either or both of the University and College disciplinary procedures and any appropriate legislation.

Department of Physics Policy

Users of computing resources are bound not only by the rules of the Information Strategy and Services Syndicate (and its guidelines (<http://www.cam.ac.uk/cs/iss/rules/guidelines.html>)), the CUDN(<http://www.cam.ac.uk/cs/iss/rules/other/network/cudnrules.html>) , JANET (<http://www.ja.net/company/policies/aup.html>) and the University's Acceptable Use Policy (<http://www.admin.cam.ac.uk/offices/personnel/policy/computer.html>) but also the Department's Acceptable Use Policy (this document). Computing facilities are provided primarily for carrying out departmental work, but limited personal use is permitted within the conditions outlined above. Heads of Group must be aware of any use which is being made of Departmental computing facilities and the CUDN by external users or collaborators. Within the devolved management structure for IT, Heads of Group are responsible for ensuring that the Group members abide by all relevant IT rules and procedures.

User Responsibilities

As a user, you must ensure that your machine's operating system is kept fully patched and that anti-virus software is installed and regularly updated. You should ensure that the machine's administrator regularly carries out these tasks.

You may not run any network service on your machine without the explicit permission of the Group's IT Manager. Personal web-space is available on the group web server.

You may not attach any device to any of the Cavendish's networks without the approval of your Group's IT Manager. Such devices include laptops or personal (not Laboratory-owned) computers, personal repeaters, any form of wireless network and other such devices which the IT Manager may from time to time determine pose a threat to the security of the network. Users of eduroam from other institutions are also bound by this Policy. Your use of eduroam

at other institutions is governed by the University of Cambridge AUP (ISSS Rules and guidelines), the JANET AUP and the AUP of the institution you are visiting.

Any software which you install, or have installed, on your machine must be a legal copy. Your Group IT Manager must be notified of any new installations, since the laboratory is required to keep a record of the licensed software on its machines. Users must abide by the University Software Policy: see <http://www.admin.cam.ac.uk/reporter/2003-04/weekly/5969/4.html>. Users should be particularly aware of the need to register software downloaded from the internet or supplied with experimental equipment.

Administrator Responsibilities

All machine administrators must have completed the appropriate Laboratory training course (or otherwise convinced the IT Manager of their competence) within three months of assuming their responsibilities. Failure to exercise these responsibilities and obligations fully may result in the disconnection of all the machines administered by that individual.

HEP Group Policy

Use of the HEP Group's computing facilities is governed both by the Rules and Guidelines of the University and Department as described above, but also by the Acceptable Use Policy specific to this group. This is set out in http://www.hep.phy.cam.ac.uk/computing/hep_aup.html.

All new users of the HEP Group's computing facilities are required to read and sign a copy of this document when they are given access to any of the group's computing facilities, and they are expected to acquaint themselves with their contents, including any references.

I hereby agree to abide by this acceptable use policy.

Signed.....

Name.....

Date.....