



Notice to users

This warning applies to all users, including those using their own computers connected to the campus network via docking stations, wireless access points, and in rooms in Halls of Residence.

The University wishes to remind all students that use of the computer facilities, including the network, is regulated by *Rules of Use*. The rules are intended to prevent abuse of the facilities and to support their efficient operation; they also reflect UK laws and statutes.

Following growing concerns about misuse of its facilities, the University has introduced a more proactive and more automated process of monitoring network traffic.

Users who are suspected of misusing the facilities will receive e-mail warnings: if these are ignored, disciplinary procedures will be invoked.

University policy on usage is the *Statement on Internet Use* (and associated documents): see opposite.

University computer facilities (*which include the network and all infrastructure*) may not be used for the creation, display, importation, referral, transmission, circulation or storage of material which is offensive, intended to annoy, defamatory, copyright, or which endangers the reputation of the University. This list is not exhaustive.

You are reminded that all off-campus network access is carried over the UK's Joint Academic Network, JANET, which itself has rules of use. The complete definition of unacceptable use of the national network is at the JANET website at http://www.ja.net/documents/use_policy.html

ISS carries out the University's policy on monitoring:

"The University monitors usage of its facilities to an extent necessary for (a) the efficient operation and management of those facilities, (b) to ensure compliance with its statutory obligations, and (c) to ensure that the rules and policies governing use are adhered to.

Such monitoring will normally concern data volumes and traffic; content will only be monitored if a breach of the above policies is suspected.

You are also reminded that system support staff may unavoidably see the contents of files or e-mail while performing actions that are an inherent part of the effective operation of the system, e.g. file or system recovery."

Warnings

If you receive a warning about misuse, and you believe that it is a mistake, it is important that you use the contact procedure (which is given in the warning itself), so that this automatic process can be improved.

University Statement on Internet use

also available on the University website at

<http://www.ncl.ac.uk/iss/rules/internetuse.html>

Introduction

This statement sets out the University's policy on the use of Internet facilities by students.

Scope

The University provides many facilities for use by students in the course of their academic coursework or research. One of these facilities is access to the Internet (including, but not limited to, web browser, e-mail packages, news).

This policy covers all access to the Internet by students, in any way and at any time, when University facilities, equipment or connections are involved, including access from off campus. The policy applies to all students, including visiting and short-term students.

Use of Internet Facilities

1. These facilities are provided for use by students in undertaking their academic coursework or research. At its sole discretion, the University normally permits students to use the facilities for personal use subject to the following conditions:
 - a) such use does not incur significant cost, nor consume significant amounts of time;
 - b) such use does not interfere with the legitimate use of the facilities by others;
 - c) such use does not infringe any legislation, nor any other University policy or rules;
 - d) the user accepts that the University monitors usage of its facilities to an extent necessary for the efficient operation and management of those facilities, to ensure compliance with its statutory obligations, and to ensure that the rules and policies governing use are adhered to.
2. This discretion is exercised jointly by the Heads of Schools, Student Progress Office and by Information Systems and Services (**ISS**) and may be withdrawn if any of the above conditions are violated. Serious or repeated violation will lead to disciplinary proceedings being initiated, and may lead to disciplinary action under the terms of the relevant disciplinary procedure. Such disciplinary actions can include withdrawal of access to computing facilities, and even suspension or expulsion from University when there has been a serious or repeated breach.

University Statement on Internet Use continued

3. Relevant legislation includes:
 - a) The *Computer Misuse Act 1990*, particularly in attempting to secure unauthorised access to or in damaging information held on a computer;
 - b) The *Data Protection Act 1998*, particularly in relation to holding, disclosing or transmitting personal data;
 - c) The *Obscene Publications Acts*, as amended by the *Criminal Justice and Public Order Acts 1994*, under which it is a criminal offence to publish an article whose effect, taken as a whole, would tend to deprave or corrupt those likely to read, see or hear it.
 - d) The *Protection of Children Act*, as amended by the *Criminal Justice and Public Order Acts 1994*, particularly in relation to indecent images of a child;
 - e) The *Telecommunications Act*, as amended by the *Criminal Justice and Public Order Acts 1994*, particularly in relation to the transmission of grossly obscene or offensive messages and messages designed to cause annoyance, inconvenience or needless anxiety. Also regarding fraudulent use of a telecommunications system;
 - f) The *Regulation of Investigatory Powers Act 2000*, particularly in intercepting or disclosing messages except in the cause of duty.
 - g) The *Copyright, Designs and Patents Act 1988*, particularly in copying programmes or data, publishing works of art or performances of music and/or video images;
 - h) The *Sex Discrimination Act 1975* and *Race Relations Act 1997*, in relation to publishing or receiving material which is discriminatory or encourages unlawful discrimination;
 - i) The *Protection from Harassment Act 1997*, in relation to unlawful harassment, including the use of electronic media such as e-mail;
 - j) Laws of Defamation, in relation to any statement, comment or innuendo about another individual or organisation which cannot be justified.
4. Relevant University policies include:
 - a) The *Procedure for Assessment Irregularities* which covers the use of improper means by candidates in the assessment process, including plagiarism of material drawn from the Internet.
 - b) *Policies on equal opportunities*, and sexual and racial harassment. Arising from these policies, it is not acceptable for students to access, download, retain, distribute or disseminate any images, text, materials or software which
 - i) are, or might be considered to be, indecent or obscene;or
 - ii) are, or might be, offensive or abusive in that its content is or may be considered to be a personal attack, rude or personally critical, sexist, racist or personally harassing or which could bring the University into disrepute.
5. The content of any e-mail messages sent must be lawful, and not include defamatory or libellous statements. Care should be taken to ensure that it is clear whether the views expressed are those of the university, or whether the author is representing his/her personal views, where this could have implications for the university.
6. Severe breaches of this policy, for example by downloading material of a pornographic or unlawful nature, may be treated as gross misconduct which could lead to suspension or exclusion from the University and could result in criminal proceedings. In the event of any uncertainty, or where students may be working with material covered by the above descriptions, they are advised to consult with their Head of School, the Student Progress Office (telephone 0191 222 6587 or e-mail student.office@ncl.ac.uk) and also with ISS.
7. Students are also advised that use of these facilities is also governed by the *Rules Of Use* issued by Information Systems and Services (ISS) and by the *Computer Users Agreement*, also issued by ISS. Use of the Joint Academic Network (JANET) is governed by the *JANET Acceptable Use Policies*.
8. The University monitors usage of its Internet facilities to an extent necessary for the efficient operation and management of those facilities, to ensure compliance with its statutory obligations, and to ensure that the rules and policies governing use are adhered to. Such monitoring will normally concern data volumes and traffic; content will only be monitored where a breach of the above policies is suspected.
9. It should also be remembered that e-mail should not be regarded as a confidential medium of communication: care should be taken regarding the content of e-mails, and its use generally as a means of exchanging private or confidential information.