

Summary

You are required to act responsibly when using *any* University computer facilities (including the connections to the Internet).

If you fail to act responsibly, facilities may be withdrawn **without warning**. This document aims to help you avoid this.

How to avoid withdrawal of facilities

When using University computers:

- Observe the *Rules for Use of Computing Facilities*.
The *Rules of Use* and the *Computer User's Agreement* are published in a pink leaflet, available in ISS Cluster Rooms and at ISS Reception, Ground Floor, Claremont Tower; also on the Web at: www.ncl.ac.uk/iss/rules/
The web page links to the University's *Statement on Internet Use*, which describes **acceptable use** of the University's facilities.

When using your own computer:

- When using your own computer, please remember that the **campus network** is University computing equipment: **all Rules and Conditions apply as above**.
See the pink sheet *NC6 Using your own computer at the University*, available at all ISS locations, Halls Receptions, and online at www.ncl.ac.uk/iss/docs/
- ISS uses automatic processes to scan for activity which is likely to be caused by a virus-infected computer.
Suspect computers may be **blocked from the network** until the owner has cleaned the system: be aware that this may involve re-formatting your disk and reinstalling the system.
See the advice at www.ncl.ac.uk/iss/support/security/

Suggestions

We hope that your use of ISS facilities will be trouble-free, and will help you to build your career.

If you have suggestions for improvement to the University computing facilities, please send them via the ISS Helpdesk, Helpdesk@ncl.ac.uk

Your use of University computing facilities

The Internet has blurred the distinction between the use of computers for academic **work** and for **leisure**.

The University's computer facilities are provided for academic use, but personal use is permitted (see next section).

Always remember: when you use the Internet from campus, **you are using the University's equipment**.

Personal use

The University permits staff and students to make personal use of the computing facilities, provided that such usage **does not**:

- interfere with the legitimate use of the facilities by others;
- use up significant cost or amounts of time;
- infringe any legislation, or any University policy or rules;
- involve running a private business or similar enterprise.

The University may monitor usage of the facilities to an extent necessary for efficient operation, and to ensure compliance with its own legal obligations. For more details please see the University policy document, *Statement on Internet Use*, which is on the Web, linked from

www.ncl.ac.uk/iss/rules/



Payment or gain; research use

If you intend to use ISS facilities in connection with work for which you may receive payment, *including funds from one of the Research Councils*, you must inform ISS.




Research and academic staff must consult the Director of ISS before submitting a research proposal that will involve heavy use of computing facilities or filestore.

See the University's *User's Agreement* at www.ncl.ac.uk/iss/rules/

Symbols used in this document

-  = A **good idea** – recommended practice.
-  = **Beware**: if you ignore this advice, your login may be suspended without warning.

Login names and passwords










-  Your Login Name (and all its resources) is given **to you alone**: you may not allow anyone else to use it.
-  Do not write down your password: you are required to protect it and your login name.
-  Make sure that you **log out properly** when you finish using a PC.

These rules protect you yourself, as well as the University's computing systems.


Use of ISS Cluster Rooms

ISS Cluster Rooms are places for academic work.





At all times, users are expected to behave responsibly and with consideration for other users.

-  **The consumption of drinks and snacks** is not permitted in Cluster Rooms, except in specific areas if provided. (Sealed water bottles are permitted.)
Food or drink **containers** are **not permitted on worktables**.
See Rule CR3. The purpose of this rule is to help keep Cluster Rooms and their computers **clean and in working order**.
-  **Do not conduct loud conversations.** Please work quietly at all times. *Rule CR2.*
-  Switch your phone to “silent” and **DO NOT use your phone inside a Cluster Room.** *Rule CR2.*
-  You may use personal stereo (etc.), **IF you do not cause nuisance** to users nearby. *Rule CR2.*
-  No equipment may be connected to the campus network unless properly registered.
-  No equipment may be connected to ISS equipment (for example to Cluster PCs), **except for USB devices.**
-  Do not tamper with equipment in any way: if you think there is a fault, use a yellow Fault Report form, or report it to the Helpdesk on extension **5999**.
-  Only the paper supplied by ISS may be used in ISS printers; no other types of paper or media are permitted.
-  Do not leave an ISS workstation unattended: ISS staff are advised to log off users who have left a PC for a long period.

Using email



-  Lots of good advice – both practical and personal – is in these yellow sheets:
EMoo *Using your University email*,
EM 11 *Dealing with email*
also available on-line www.ncl.ac.uk/iss/docs/
Some of the points made in EM11 follow below:

Sending mail


-  Your email address “@newcastle.ac.uk” belongs to the University. If you participate in public forums, make it clear (e.g. by suitable wording in your signature) that you are expressing your personal opinions only.
-  Do not send email which is abusive or in any other way offensive, or which may bring the University into disrepute.
-  Do not send “spam” messages promoting events, functions, research programmes etc., *even if you think it is for the benefit of the addressees.* (Seek advice from ISS if you think you have a case for doing this.)
-  Do not send and **do not forward** “chain letters”.

Email lists


(See <http://lists.ncl.ac.uk/>)

- Note that properly established email lists require the explicit permission of a person to be added as a list member: **therefore** there is **consent** to receive messages.
-  When replying to a message that has been sent to a list, decide if your reply should be sent only to the original sender, or to the whole list. Before you send your reply, check the **To:** and **Cc:** headers!
-  **NEVER send attachments to email lists!** (*Because if you do, you are sending dozens, or hundreds, of copies of the same file to all the list members; there are other ways to achieve this.*)


Messages you did not want (“spam”), and hoaxes


-  If you receive junk mail (“spam”), **delete** it and **forget** it.
More advice: www.ncl.ac.uk/iss/support/security/spam

Hoaxes are a serious danger. See the page about email threats at: www.ncl.ac.uk/iss/support/security/email/


-  **NEVER** click on web addresses in suspect messages.

Viruses

-  Most viruses are spread via email. If you receive a strange-looking message, especially if it has an attachment, **delete** it: **DO NOT OPEN IT!**
Viruses come from friends as well as strangers: your friend’s email address may be used by criminals; or your friend may unknowingly send you an attachment which contains a virus.
ISS works continuously to fight viruses. However you (and your own computer) are still at risk if you do not follow the advice published by ISS at www.ncl.ac.uk/iss/support/security/

-  **Do not forward “Virus Warnings”:** these often carry viruses – see “Hoaxes” above. Instead, check the anti-virus sites for the existence of what you have been warned against. *For example* McAfee’s site at <http://vil.nai.com/vil/hoaxes.aspx>

Harassment

-  If you receive email which upsets you in some way (for example it is abusive, pestering, or any other form of harassment), report it: **forward the complete message** to **Postmaster@ncl.ac.uk**