Registration Form
School or Service ID

PLEASE USE BLOCK CAPITALS THROUGHOUT

This form must be signed by the account owner and must be countersigned by an authorised signatory

If you require shared filespace please request this via it.servicedesk@ncl.ac.uk

Purpose / Project Title: ____________________________________________________________

(This information will be used to determine the account’s username and display name)

Full name of Account Owner: ______________________________________________________

(A change of owner must be notified to the IT Service Desk)

Account Owner’s username: __________________________ Telephone Number __________________________

School or Service: ____________________________________________________________

E-MAIL:

Preferred e-mail address for this account (if required):

The email address should be 6 or more characters in length and words must be separated with a fullstop, e.g. it.servicedesk@newcastle.ac.uk. Dashes and underscores cannot be used.

________________________________________________________________________________

This account will initially be valid for one year and is renewable annually. An email reminder will be sent to the account and the account owner prior to expiry.

When completed, this form should be returned to it.servicedesk@ncl.ac.uk

August 2017
UNIVERSITY OF NEWCASTLE UPON TYNE COMPUTER USER’S AGREEMENT
(For internal use)

A. In consideration of being allowed to use the computing facilities and services (‘the resources’) of the University of Newcastle upon Tyne (‘the University’), I agree:

1. To observe the University's Rules for Use of Computing Facilities (obtainable from IT Service).
2. That the resources authorised are for my own personal use: they will not be given or lent to anyone else. The use of these resources will be restricted to projects concerned only with my own studies, research and teaching and other University purposes, for which no remuneration other than from funds administered by the University is received by me whether directly or indirectly.
3. To pay such charges as may be incurred for the use of special facilities or services.
4. To report to the University, immediately it comes to my notice, any reasonable probability of financial or commercial advantage arising out of my use of the resources, whenever this advantage would accrue and whoever would benefit. I agree to abide by the general conditions in force in the University on the exploitation of such financial or commercial benefits.
5. To observe all restrictions, including copyright, placed on the use of information, software and data.*
6. To treat as confidential, and as private property, all information and software which may accidentally become available to me. I agree not to copy, retain, modify or disseminate any part of such material.
7. That I understand that evasion or attempted evasion of security mechanisms, and deliberate eavesdropping are forbidden.
8. That I understand that the University may at any time monitor any use of the resources either for reasons of system maintenance or to ensure that University Regulations and the law of the land are not being violated.
9. That all my use of the JANET computer network will comply with its conditions of acceptable use.*
10. Not to use the resources in such a way that the work of other users, the integrity of the computing equipment or any stored programs or data may be jeopardised.
11. Not to remove facilities from the location to which they have been assigned.

B. As the agreed representative of the stipulated Society, I agree that if, in the opinion of such person or persons as may from time to time be appointed by the University for this purpose, the use of the resources contravenes any provision in this agreement, or is in breach of any rules in force for the time being, the University may summarily withdraw access to the resources. Any dispute arising from such action by the University, or arising from other provisions of this agreement will be handled under the appropriate disputes and appeals procedure within the University.

C. Other than as provided in the Data Protection Act

1. The University accepts no responsibility for the malfunctioning of any equipment or software, nor failure in security or integrity of any stored program or data.
2. No claim shall be made against the University, its employees or agents in respect of any loss alleged to have been caused whether by defect in the resources or by act or neglect of the University, its employees or agents.

D. 1. This agreement is supplemental to the general practice and regulations of the University.
2. Subject to Paragraph B, my use of the resources under this agreement is limited to my period of membership of the University or three years from the date of this agreement whichever is the shorter.

E. I agree to conform to the requirements of the Data Protection Act.*

Signed (Account Owner): ____________________________ Date: __________

Account Owner (please PRINT): __________________________________________

Signed (Head of School) ____________________________ Date: __________

Head of School (please PRINT): __________________________________________

NOTE: ELECTRONIC OR COPIED SIGNATURES ARE NOT PERMITTED

Note
You are required to be familiar with the Rules for Use of Computing Facilities, http://www.ncl.ac.uk/itservice/rules.
An essential supplement to the Rules is the section on Responsible Use at http://www.ncl.ac.uk/itservice/rules/useofitfacilities/ which gives guidelines on using IT Service equipment and the Internet.* Applicable statutes
The Copyright, Designs and Patents Act
The Data Protection Act
The Computer Misuse Act
Also:
United Kingdom Education and Research Networking Association
JANET Acceptable Use Policy see http://www.ja.net/products-services