Staff Registration Form

PLEASE USE BLOCK CAPITALS THROUGHOUT
The attached Computer User’s Agreement must be signed by the applicant

Surname (Family name): ____________________________________________________________

All other names: __________________________________________________________________

School & Building: ________________________________________________________________

Date of Birth: ___________________ Telephone extension: ____________________________

Personal email address: ____________________________________________________________

 STATUS (Please select one as appropriate)

☐ University Staff Staff number ___________ Job Title ________________________________

☐ Visitor/Guest/Honorary Staff number ___________ (requiring more than 4 weeks IT access)

☐ Short term Visitor/Guest* (requiring up to 4 weeks IT access only; no email address will be provided)

☐ Temporary Staff from an Agency (specify agency name)* ________________________________
   (Please do not select this option if a personnel record is going to be set up by Human Resources)

☐ Other * __________________________________________________________________________

*The attached Computer User’s Agreement must be countersigned by the Head (or Director) of your School, Institute, Section etc.

Start date: _______ _______ End date _______ _______

DETAILS OF PROPOSED USE

You will be automatically assigned an IT Service Campus username.

☐ Filestore (automatically assigned to University Staff)

☐ University Email Address (automatically assigned to University Staff)

☐ Blackboard (Please email IT.Servicedesk@ncl.ac.uk with the module codes)

For access to SAP (finance, human resources and student management systems) please complete the SAP Registration Form at http://www.ncl.ac.uk/itservice/account-admin/accesstosap/

When completed, please return this form and the signed User’s Agreement to it.servicedesk@ncl.ac.uk

FOR OFFICE USE ONLY

_________ _______ _______ _______

NU Service ticket Username Details issued by Date

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. 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, my 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 my 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 (Applicant): ____________________________________________
Date: ___________________________ NOTE: ELECTRONIC OR COPIED SIGNATURES ARE NOT PERMITTED

Signed (Head of School/Service) if required (see Status on page 1)

Please also PRINT Name (Head of School/Service):
Date: ___________________________ Print name: ___________________________

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/useoffacilities/ 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

August 2017