

IT Regulations

When using any University IT facility you are bound by the University's IT Regulations. A summary of key points is given below. You should read the full regulations, available at <https://www.dur.ac.uk/cis/policy/regulations/>. (This summary does not form part of the regulations). Note that the regulations still apply when you are using your own equipment to access the internet or any online services over the University network.

Do...

- Use the IT facilities to carry out your academic work and other normal University activity.
- Comply with the law, and with all applicable regulations and policies.
- Comply with the terms and conditions of any licences or end user agreements for any software or services that you use.
- Take measures to ensure the security of any IT equipment you use.
- Make sure you log off or lock any IT equipment you are using before leaving it unattended.
- Safeguard personal or commercially valuable information.
- Act with consideration for others when using University IT Facilities.
- Report any problems or incidents promptly, including any breach of regulations.

Don't...

- Use the IT Facilities for any commercial purpose without authorisation. ○ Allow anyone else to use your IT credentials (username and password), or attempt to obtain or use anyone else's.
- Put the institution's IT facilities at risk, for example by
 - deliberately misusing, corrupting or breaking any IT services, equipment or software
 - visiting websites or opening attachments likely to introduce malware
 - Attempting to disable security measures.
- Allow unauthorised users to access University IT Facilities.
- Make use of copyright material without permission or infringe the intellectual property rights of others.
- Access, create, download or circulate any material likely to cause offence or break the law. This includes pornographic material; it also includes material which may be subject to UK counterterrorism legislation.
- Waste IT resources.
- Interfere with others' legitimate use of IT Facilities.
- Act in a way that is likely to bring the University into disrepute.

Please contact the IT Service Desk <https://servicedesk.durham.ac.uk> if you have any questions regarding the regulations or use of University IT; or if you need to report a problem or incident.

Please note that Durham University reserves the right to monitor and record the use of its IT Facilities as specified in the regulations.

Please note that breaches of the regulations will be taken seriously and may result in disciplinary action.

Name:

Signed:

Date: