USING THE UNIVERSITY’S IT:  
“THE RULES”

This is a simplified summary of the University’s Information Technology Use Policy¹. It is not a substitute for reading and understanding that policy: ignorance is no excuse if you break the regulations!

The University provides its IT facilities and services to help you in your studies, research, work and (within defined limits) your personal activities. Your access to these facilities and services also brings responsibilities for you: your activities must not break any laws or cause problems (or have the potential to cause problems) to anyone else in the community when they are using the University’s IT.

The University respects the privacy of your information and communications and expects you to do the same for other people. If you are storing or managing data about people you must keep that information securely with an appropriate level of confidentiality and keep it only as long as necessary.

Do not disclose your password to anyone, as all activities (legal or illegal) under your user name are your responsibility.

If you are connecting your own computer to the University’s network (through a wireless point in the campus, a data socket or by the Internet), ensure that you have effective anti-virus software installed and operational to avoid infecting the computers of others with computer viruses.

Do not offend or be abusive or harass anyone by your use of IT. You must not use the University’s IT to discriminate on the grounds of gender, race, disability, age, sexual orientation or religion and belief.

The University monitors activities on its IT facilities and services, in line with the Law and best practice. So if you break the IT Use Policy it will be recorded and used as evidence in a disciplinary case. For serious cases the police may be involved.

If you manage an IT system used by others, you have additional responsibilities and obligations which you must follow.

If you are not sure whether a particular activity is allowed or not, check the IT Use Policy or contact the Information Centre.

The University trusts that you will use its IT facilities and services responsibly.

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¹ http://www.is.stir.ac.uk/docs/policy/itusepolicy.pdf