

INFORMATION SERVICES

1 Definitions

1.1 Scope

These regulations cover those services and facilities under the management of the Director of Information Services, at each campus of the University of Stirling.

1.2 Users

- Registered students of this University and any partner organisations.
- Employees of this University and any partner organisations.
- Members of corporate bodies which have subscribed to use our facilities or which have a service agreement with us to provide them with specified services.
- Students and staff from other universities and colleges with whom we have arranged reciprocal rights of access.
- Members of the public and others who have been granted permission to use the facilities by the Director of Information Services.

2 User responsibilities

2.1 General

- Users are required to observe the regulations published in the University Calendar and in the various libraries and other facilities managed by Information Services.
- The facilities are provided for the support of learning, teaching and research, and their associated administration. Other use may be allowed as a privilege but not as a right.
- Users must conduct themselves in ways which do not interfere with, threaten or disrupt the work of others.
- Users may use the facilities only in ways which do not cause loss, damage, injury or offence to other persons.
- Users must vacate the library in advance of the official closing time, and should gather their personal belongings when staff provide notice of closure.
- Users must vacate computer laboratories when asked to do so by members of staff about to undertake timetabled teaching in them.
- Users may bring children under 16 into the libraries but must ensure they remain under supervision at all times; they should not use the computing & network facilities.
- Hot food, or food which is smelly, noisy or otherwise distracting to fellow students should not be taken into libraries or computer labs. Any drinks should be in covered containers, and all food

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remnants or packaging either placed in appropriate bins or removed from the premises. Consumption of hot food or alcoholic drinks will require prior permission from Director of Information Services.

- Smoking, including the use of e-cigarettes, is not permitted in the libraries or the computer laboratories.
- Computers, library books and other materials are the property of the University: due care should be taken when using all Information Services facilities not to damage them in any way.
- No such property may be borrowed or removed without the permission of Information Services and without its being properly recorded. (For details of Information Services regulations for borrowing books, please see the Library Web pages and / or the leaflets available in the library.)
- Personal belongings are the owner's responsibility, and must not be left unattended in the library or computer labs. Owners must accept all risks for them while on the University's property.
- Library cards, passwords for the use of computers and electronic resources are for use only by the person to whom they have been issued; they are not transferable; users are responsible for maintaining the confidentiality of passwords issued to them.
- Email is an official form of communication within the University and all students are provided with user accounts. All students are expected to check these frequently for messages.
- Users must comply with the provisions of current United Kingdom and Scots law, including those laws applicable to copyright and intellectual property rights, data protection and computer misuse.

2.2 *Use of Information Technology*

The use of Information Technology is covered by the *University's "Information Technology Use Policy"*. This can be viewed in full on the IS website at:

<http://www.stir.ac.uk/media/schools/is/documents/policy/itusepolicy.pdf>

In particular users are directed to section 3 "*Acceptable Use Policy*".

(The University reserves the right to: (i) access all Information on its IT equipment and (ii) monitor and/or record all Use of IT by Users, (subject always to the University complying with the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000 and the Human Rights Act 1998), (iii) withdraw services at any time and without notice; and (iv) pass on any unapproved costs to

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Users.)

2.3 *Networks*

- The university network is for use normally only by registered students and employees of the University; others may be given access at the discretion of the Director. Those accessing the network from other institutions through the facilities of the Joint Academic Network (JANET) are bound to accept the guidelines of the current JANET Acceptable Use Policy.
- Physical or virtual connections to this network must be made using only hardware or software approved by Information Services.
- Users must not use the networks for the purpose of receiving or conveying material which is indecent, intimidating or offensive.
- The facilities of any other university or institution or network may be used only in accordance with the regulations applicable to the use of those facilities. (See the JANET Acceptable Use Policy)

2.4 *Software*

- All use of software must be in accordance with the CHEST Code of Conduct for the Use of Software or Datasets, and where it is necessary to distinguish between educational and commercial usage the definitions in the code will apply.
- All centrally provided databases must be used in accordance with the related CHEST agreement and / or the data suppliers' license conditions.

2.5 *Copyright*

- Printed and manuscript material, audio-visual items, computer software and any material retrieved electronically may be copied only in accordance with the legislation currently in force, or with any associated licence agreements. Modification, dissemination or use must also be in accordance with legislation and any relevant licences.
- Copies may not be made for commercial purposes without permission, and payment of an appropriate copyright fee. Copies cleared for commercial use may be ordered through the Library.

The legislation currently in force is the Copyright Design and Patents Act 1988.

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3 Penalties for misuse

- 3.1 The Director of Information Services or his/her delegated representatives may institute proceedings under the Code of Student Discipline against students who infringe any Information Services regulations. As such, students may receive any or all of the following penalties:
- a reprimand
 - a surety of good behaviour not exceeding £100 to be held for a period not exceeding one calendar year, to be paid within 10 working days.
 - a fine not exceeding £40 to be paid within 10 working days
 - a requirement to make compensation for damage, without financial limit, within 10 working days.
 - suspension of one or more specific privileges for a period not exceeding one calendar month
 - exclusion from Information Services premises for a period not exceeding one calendar month
 - as an alternative to a fine, a student may undertake supervised voluntary service within the University up to a maximum of 12 hours, no more than 3 hours to be undertaken consecutively and subject to such supervision as the Director or his staff may decide.
- 3.2 Staff found guilty of misconduct are liable to discipline under Statute 17 of the University or the appropriate disciplinary procedure under their terms and conditions of service.
- 3.3 Members of the public are liable to have any access privileges withdrawn and to pay for any loss or damage they have caused.
- 3.4 Anyone causing damage to University property in Information Services' care is liable to pay the cost of repair or replacement, together with a contribution to the administrative costs incurred.
- 3.5 Penalties for infringing the library book borrowing regulations are published in the Library Web page and in leaflets available in the libraries.

4 Liability

The University does not accept liability for loss or corruption of information, data or computer files, or for damages, injury to third parties, economic loss whether caused by negligence or otherwise, or expenses which may result from use of the computing facilities or withdrawal at any time of any of the computing facilities by the University. The University reserves the right to take legal action against individuals who cause it to be involved in legal proceedings as a result of a breach of these Regulations, and to seek reimbursement of any consequent damages, costs or other expenditure awarded against the University or incurred by it.

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5 References

5.1 *Legislation*

Computer Misuse Act 1990
Copyright Design and Patents Act 1988
Data Protection Act 1998

5.2 *University Regulations & Codes of Practice*

Code of Student Discipline
Information Technology Use Policy
Policy on harassment
Policy on smoking

5.3 *Other Codes*

Obligations when using CHEST licenced software and datasets
<http://www.eduserv.org.uk/Ins/agreements/about-our-licences/user-obligations>

Current JANET Acceptable Use Policy
<https://community.ja.net/library/acceptable-use-policy>