

1 Provision of Computing Resources

The computing resources at the Manchester Metropolitan University are provided for use by staff and students in support of teaching, learning, research, consultancy and administrative activities.

Their use for any other purpose which interferes with these primary aims, or which otherwise acts against the interests of the University, is prohibited.

The University reserves its right to withdraw access to computing facilities for non-approved purposes at any time. Use of University computing facilities for students' commercial gain is prohibited.

2 Law

You are bound by the Law of England and Wales when using computing facilities. Many specific items of legislation apply, but the ones of prime importance are:

- [Computer Misuse Act](#)
- [Copyright](#)
- [Data Protection](#)
- [Official Secrets Act](#)
- [Defamation](#)
- [Obscenity](#)
- [Discrimination](#)
- [Criminal Law](#)

It is your responsibility to ensure that your activities do not contravene these or any other laws. Your supervisor may be able to assist if you are in doubt.

If you are accessing computers abroad, remember that you may also be bound by the laws of that country.

3 Prohibition on the Use of Computing Facilities

You must not use the computing facilities to access, create, store or transmit offensive, indecent or obscene material. You must not send threatening, abusive, obscene or otherwise offensive E-mail.

In using the computing facilities you must not cause annoyance or needless anxiety to anyone else, nor prevent them making proper use of the facilities, for example by:

- Occupying a workstation for longer than necessary when someone else is waiting
- Behaving in an inconsiderate or distracting manner in computer labs or IT Zones

4 Passwords

You will be issued with a username and password to allow access to University computing facilities.

You must not reveal the password to anyone else under any circumstances. You must not allow anyone else to use a computer logged in under your name without your immediate supervision.

5 Other Service Providers

Where your access services are provided by other organisations, you must abide by their regulations. Any breach of such regulations will be regarded as a breach of these Manchester Metropolitan University regulations.

In particular, you must abide by the acceptable use policy for JANET, the Joint Academic Network, with which you should familiarise yourself. This policy is available on the World Wide Web at: <http://www.ja.net/documents/publications/policy/aup.pdf>.

6 Protection of Hardware and Software

You must not jeopardise the computing hardware in any way, for example by:

- Consuming food or drink or smoking in the vicinity of computer equipment
- Attempting to dismantle computer equipment
- You must not jeopardise the computing software in any way, for example by:
 - Installing unauthorised software
 - Deleting or modifying system files.

The university reserves the right to charge students for the cost of rectification of damage which they cause and/or take further disciplinary action.

7 Software Licences

Students shall not copy software from, nor introduce software to University computing facilities without the express permission of a member of staff responsible for those facilities.

Students must not copy datasets to or from University computing facilities unless they have established that they are acting within any copyright conditions applying to the material.

8 Authority of IT Services Staff

Students must comply with any reasonable request or instruction issued by any IT Services staff with respect to the use of University computing facilities. Improper behaviour towards IT Services staff may result in formal disciplinary action.

9 Level of Service

Whilst the University endeavours to provide a high level of service, failure of any element of the computing service will not be accepted as valid excuse of failure to reach an acceptable standard in assignments or examinations unless no other reasonable method of carrying out the work was available.

10 Disciplinary Proceedings

In the event of a breach of these regulations, your access to some or all of the computing facilities may be withdrawn pending the outcome of disciplinary proceedings. This may seriously affect your ability to complete your course of study satisfactorily.

If at all in doubt, ask your tutor for guidance.

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