



## Networked Information Services Common Desktop Registration Form

Please include all names or initials

First Names(s)

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Surname

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Department

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Library

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The common desktop gives access to a wide range of software. If any member of staff requires any additional software they must consult the Systems department for permission to install it. If you require any additional software please list it below.

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Your user name for the common desktop is: \_\_\_\_\_

Your password for the common desktop is: \_\_\_\_\_

You **must** change the password when you login for the first time.

Please complete the following section:

I hereby agree to comply with the University and the Library's regulations for use of computing services as reproduced overleaf.

Signature of applicant: \_\_\_\_\_

I hereby agree that this user requires access to the above applications and services

Signature of head of department: \_\_\_\_\_

## **Regulations**

1. University computing facilities are provided solely for use by staff in accordance with their normal duties of employment, and by students in connection with their University education. "Education" where appropriate includes research. Other use may be allowed, as a privilege and not a right, and if abused may be treated as a contravention of these Regulations. Any use which brings the University into disrepute will also be treated as a contravention of these Regulations.
2. When accessing remote facilities through network links or any other method the University of Edinburgh's computing Regulations remain applicable: in addition, users should be aware that they are subject to any regulations applicable at the local site. Users must also observe the Acceptable Use Policy of the Joint Academic Network (JANET). Networked services administered by the University must not be used for unauthorised access to or activity on remote facilities.
3. No person shall, unless appropriately authorised, take or omit to take any action which damages, restricts, jeopardises, impairs or undermines the performance, usability or accessibility of the computing facilities, the communications network, systems programs, or other stored information or data.
4. Users must comply with the provisions of any current United Kingdom or Scots law, including laws relating to a) copyright, b) misuse of computers, and c) Data Protection. In addition to the above generality, in relation to a): Every user must comply with the terms of any licence agreement between the University and a third party which governs the use of software. The use of illegal software can have very serious financial consequences for the University (to be read in conjunction with Regulation 7 below), and in relation to c): Those who have been duly authorised to access data must respect the strict confidentiality, integrity and security of all data that they encounter in the performance of their duties.
5. Users are required to take all reasonable precautions to maintain the integrity of passwords and any other security mechanisms. It is the responsibility of users to maintain the security of their own password. Where it is exceptionally necessary for a user to divulge his or her password to any person, the person to whom the password is divulged must maintain the confidentiality of the password entrusted to him/her. As soon as is practical a new secure password must be implemented.
6. All acts in relation to computer files which are illegal under the criminal law or are civilly actionable are a serious breach of the Regulations, for example the holding or distribution of computer files containing any material which is offensive, defamatory, discriminatory, obscene or otherwise illegal. If the University has grounds for suspecting that such material is being held or distributed, it shall have full and unrestricted power to access all relevant data and computer files and to take all steps which it may deem necessary in order to remove or prevent distribution of any material, including immediate suspension of a user's authorisation to use the computing facilities or remote facilities pending an investigation by an Authorised Officer of the University. The University reserves the right to access or require access to any material held on computer to check compliance with the Regulations and if necessary to require that any encrypted data is made available in human-readable form, to ensure that the University is complying with its statutory and/or contractual obligations and otherwise as the University may reasonably consider appropriate. Such immediate action shall not prejudice the final determination of the issue. It shall be at the sole discretion of the University, which shall be exercised reasonably, to decide whether or not material held or distributed is offensive, defamatory, discriminatory, obscene or otherwise illegal for the purposes of these Regulations.
7. Breaches of these Regulations may be dealt with under the appropriate disciplinary code or procedures and may, where an offence has occurred under any current UK or Scots law, be reported to the police, or other appropriate authority. When appropriate, University of Edinburgh staff or students or other authorised users may have their right to use the University computing facilities immediately suspended pending an investigation by an authorised officer of the University. In the event of costs being incurred by the University as a result of a breach of these Regulations by a user, that user may be held responsible for reimbursement of these costs.
8. 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.