

## Summary of Conditions for Using IT Facilities

This is a simplified summary and interpretation of the most important points covered by the University's [Conditions for Using IT Facilities](#). These conditions apply to **all** computer users at the University of Aberdeen.

- **Usernames and passwords are personal.** You must not disclose your password to someone else or let anyone else login through your username.
- **Files are private.** You must not attempt to access files or systems which you are not authorised to access.
- **Electronic media are subject to the same laws of copyright as paper media.** It is illegal to make an electronic copy (e.g. by scanning, downloading, copying from disk, etc.) without authorisation; please read the [Guidelines on E-copyright](#).
- **Software is copyright and subject to licensing restrictions.** You must not copy it or use it for non University purposes. You may run your own software on University systems, provided it is licensed for such use and does not corrupt any centrally-provided programs or files.
- **Computing systems are provided for the purposes of education and research.** They are not for playing or storing games, Internet Radio, or supporting your personal business. Some personal use may be permitted, provided that it does not inhibit the use of facilities by others; please read the [Guidelines for Personal Use](#).
- **Resources must be used responsibly.** Avoid running programs which may undermine performance for others - if you don't know what a command or program does, don't use it. Don't try to set up a service for other users without first seeking permission - this includes peer-to-peer filesharing which is prohibited unless specific permission has been granted.
- **Take care in what you write, post or publish.** These must not be illegal or offensive.
- **Other users must be treated with respect.** Sending offensive or abusive e-mail or propagating chain mail is forbidden. Don't continue to use a computer for non-essential purposes if others are waiting to get access.
- **Mobile phones must not be used in classrooms or clusters.** Switch your phone off, or set it to vibrate rather than ring and leave the room to answer any calls.
- **The facilities must be treated with respect.** Eating and drinking in classrooms is forbidden. You must not alter the configuration of equipment by, for example, unplugging connections, connecting your personal PC, or deleting or removing centrally-provided software or files.
- **Classrooms may be used for ad hoc access when they are not booked for teaching.** Check the timetable displayed on the door before entering or check the web page [www.abdn.ac.uk/freepcs/](http://www.abdn.ac.uk/freepcs/) to find where there are PCs available for use.
- **Out of hours access is restricted.** You must not let someone else access the Computing Centre using your ID card.
- **Use of University computer systems is logged.** The University has the right to access files, intercept communications or monitor usage where there are grounds for suspecting misuse.
- **If you breach these conditions, your right to use the facilities may be withdrawn.** Serious abuse may lead to disciplinary action.

See also:

- [Conditions for Using IT Facilities](#) - the full, formal conditions
- [Notes for Guidance](#) - guidance on the interpretation and application of the Conditions
- [Guidelines for Personal Use](#)

- [E-copyright](#) - guidance on copyright as it applies to electronic media
- E-mail Etiquette - [for Students](#), [for Staff](#)
- [Code of Practice for the Publishing of Information in Electronic Format](#) - read this before publishing Web pages or posting contributions to Web boards, news groups or e-mail discussion lists
- [Where to find a PC](#) - a list of all the computer classrooms
  - [Free PCs](#) - a real-time display of occupied, booked and free PCs.
- [Interception of Communications at the University of Aberdeen: the RIP Act and Lawful Business Practice Regulations](#) - explains the University's policy
- [Data Protection Policy](#)
- [Freedom of Information \(Scotland\) Act](#) - information for staff
- [Network Connection Policy](#)
- [JANET Acceptable Use Policy](#)
- Disciplinary procedures:
  - [Academic and Academic Related Staff](#)
  - [Non Academic Staff](#)
  - [Students](#)