

# Conditions for using Information Technology Facilities

The aim of these regulations is to help ensure that University of Aberdeen IT facilities can be used safely, lawfully and equitably.

The issues covered by these regulations are complex and you are strongly urged to read the accompanying [Guidance Notes](#). These give more detailed information that we hope you will find useful.

## 1 Scope

These regulations apply to anyone using the IT facilities (hardware, software, data, network access, third party services, online services, or IT credentials) provided or arranged by the University of Aberdeen.

## 2 Governance

When using IT, you remain subject to the same laws and regulations as in the physical world.

It is expected that your conduct is lawful. Furthermore, ignorance of the law is not considered to be an adequate defence for unlawful conduct.

When accessing services from another jurisdiction, you must abide by all relevant local laws, as well as those applicable to the location of the service.

You are bound by University of Aberdeen general regulations when using the IT facilities; these are available in the [Policy Zone](#).

You must abide by the regulations applicable to any other organisation whose services you access such as Janet, Eduserv and Jisc Collections.

When using services via Eduroam, you are subject to both the regulations of the University of Aberdeen and the institution where you are accessing services.

Some software licences procured by the University of Aberdeen will set out obligations for the user – these should be adhered to. If you use any software or resources covered by a CHEST agreement, you are deemed to have accepted the *Eduserv User Acknowledgement of Third Party Rights*. [See accompanying guidance for more detail](#).

Breach of any applicable law or third party regulation will be regarded as a breach of these IT regulations.

## 3 Authority

These regulations are issued under the authority of the Court which has delegated responsibility for their interpretation and enforcement to the Director of Digital & Information Services.

You must not use the IT facilities without the permission of the Director of Digital & Information Services.

You must comply with any reasonable written or verbal instructions issued by people with delegated authority in support of these regulations. If you feel that any such instructions are unreasonable or are not in support of these regulations, you may appeal to the Director of Digital & Information Services.

## 4 Intended use

The IT facilities are provided for use in furtherance of the mission of the University of Aberdeen, for example to support a course of study, research or in connection with your employment by the institution.

Use of these facilities for personal activities (provided that it does not infringe any of the regulations, and does not interfere with others' valid use) is permitted, but this is a privilege that may be withdrawn at any point.

Use of these IT facilities for non-institutional commercial purposes, or for personal gain, requires the explicit approval of the Director of Research and Innovation.

Use of certain licences is only permitted for academic use and where applicable to the code of conduct published by the Combined Higher Education Software Team ([CHEST](#)). [See the accompanying guidance for further details.](#)

## 5 Identity

You must take all reasonable precautions to safeguard any IT credentials (for example, a username and password, email address, smart card or other identity hardware) issued to you. You must not allow anyone else to use your IT credentials. Nobody has the authority to ask you for your password and you must not disclose it to anyone.

You must not attempt to obtain or use anyone else's credentials.

You must not impersonate someone else or otherwise disguise your identity when using the IT facilities.

## 6 Infrastructure

You must not do anything to jeopardise the integrity of the IT infrastructure by, for example, doing any of the following without approval:

- Damaging, reconfiguring or moving equipment;
- Loading software on University of Aberdeen equipment other than in approved circumstances;
- Reconfiguring or connecting equipment to the network other than by approved methods;
- Setting up servers or services on the network;
- Deliberately or recklessly introducing malware;
- Attempting to disrupt or circumvent IT security measures.

## 7 Information

If you handle personal, confidential or sensitive information, you must take all reasonable steps to safeguard it and must observe the University of Aberdeen's *Data Protection and Information Security* policies and guidance, available in the [Policy Zone](#), particularly with regard to removable media, mobile and privately owned devices.

You must not infringe copyright, or break the terms of licences for software or other material.

You must abide by relevant data protection regulations<sup>1</sup>. You must not attempt to access, delete, modify or disclose information belonging to other people without their permission, or explicit approval, details of the process for obtaining approval are given in the [Policy for Access to Personal Data](#).

You must not create, download, store or transmit unlawful material, or material that is indecent, offensive, threatening or discriminatory. The University of Aberdeen has procedures to approve and manage valid activities involving such material; these are available on the [University website](#) and must be observed.

You must abide by University of Aberdeen [Code of Practice for Electronic Publishing](#) when using the IT facilities to publish information.

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<sup>1</sup> <https://www.abdn.ac.uk/staffnet/governance/data-protection-6958.php>

## 8 Behaviour

Real world standards of behaviour apply online and on social networking platforms, such as Facebook, Blogger and Twitter.

- You must not cause needless offence, concern or annoyance to others.
- You should also adhere to University of Aberdeen guidelines on social media.
- You must not send spam (unsolicited bulk email).
- You must not deliberately or recklessly consume excessive IT resources such as processing power, bandwidth or consumables.
- You must not use the IT facilities in a way that interferes with others' valid use of them.

## 9 Monitoring

The University of Aberdeen monitors and records the use of its IT facilities for the purposes of:

- The effective and efficient planning and operation of the IT facilities;
- Detection and prevention of infringement of these regulations;
- Investigation of alleged misconduct;

The University of Aberdeen will comply with lawful requests for information from government and law enforcement agencies.

You must not attempt to monitor the use of the IT facilities without the explicit authority of the Director of Digital & Information Services.

## 10 Infringement

Infringing these regulations may result in sanctions under the institution's disciplinary procedures [for Staff](#) or [for Students](#). Penalties may include withdrawal of services and/or fines. Offending material will be taken down.

Information about infringement may be passed to appropriate law enforcement agencies, and any other organisations whose regulations you have breached.

The University of Aberdeen reserves the right to recover from you any costs incurred as a result of your infringement.

You must inform the [IT Service Desk](#) if you become aware of any infringement of these regulations.

## 11 References

- IT Conditions of use – Guidance Notes  
[www.abdn.ac.uk/staffnet/documents/policy-zone-information-policies/DITcond-IT-guide.pdf](http://www.abdn.ac.uk/staffnet/documents/policy-zone-information-policies/DITcond-IT-guide.pdf)
- Policy Zone  
[www.abdn.ac.uk/staffnet/governance/policies-and-procedures-134.php](http://www.abdn.ac.uk/staffnet/governance/policies-and-procedures-134.php)
- Combined Higher Education Software Team (CHEST)  
[www.eduserv.ac.uk/services/Chest-Agreements](http://www.eduserv.ac.uk/services/Chest-Agreements)
- Policy for Access to Personal Data  
[www.abdn.ac.uk/staffnet/documents/policy-zone-governance-and-compliance/2011-06-28\\_CT10\\_47.6\\_Policy\\_for\\_Access\\_to\\_Personal\\_Data.pdf](http://www.abdn.ac.uk/staffnet/documents/policy-zone-governance-and-compliance/2011-06-28_CT10_47.6_Policy_for_Access_to_Personal_Data.pdf)
- How to Seek Ethical Approval for your Research  
[www.abdn.ac.uk/staffnet/research/ethical-approval-2780.php](http://www.abdn.ac.uk/staffnet/research/ethical-approval-2780.php)
- Publication Policy  
[www.abdn.ac.uk/staffnet/documents/policy-zone-information-policies/DIT\\_e-publishing.pdf](http://www.abdn.ac.uk/staffnet/documents/policy-zone-information-policies/DIT_e-publishing.pdf)

- Disciplinary Procedure for Staff  
[www.abdn.ac.uk/staffnet/documents/policy-zone-employment/Disciplinaryfinaliapp.pdf](http://www.abdn.ac.uk/staffnet/documents/policy-zone-employment/Disciplinaryfinaliapp.pdf)
- Disciplinary Procedure for Students  
[www.abdn.ac.uk/infohub/study/student-discipline.php](http://www.abdn.ac.uk/infohub/study/student-discipline.php)
- IT Service Desk  
[www.abdn.ac.uk/staffnet/working-here/it-support](http://www.abdn.ac.uk/staffnet/working-here/it-support)

<b>Title</b>	Conditions for using IT Facilities (and Summary, and Notes for Guidance)
<b>Author/Creator</b>	IT Services
<b>Owner</b>	<ul style="list-style-type: none"> <li>• Garry Wardrope, IT Security Manager, IT Services</li> <li>• Policy approved by Information Management Committee 20 March 2000</li> <li>• Policy accepted by Senate 14 June 2000</li> </ul>
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<b>Version</b>	<ol style="list-style-type: none"> <li>1. March 2000</li> <li>2. May 2001, 2.2 December 2005, 2.3 May 2007</li> <li>3. September 2015</li> <li>4. August 2018</li> </ol>
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<b>Audience</b>	Staff, students and other users of UoA IT Facilities
<b>Related</b>	<ul style="list-style-type: none"> <li>• Conditions for using IT Facilities 'Notes for Guidance' and 'Summary'</li> <li>• Guidelines for Personal Use</li> <li>• Code of Practice for Electronic Publishing</li> <li>• Network Connection Policy</li> <li>• JANET Acceptable Use Policy (external)</li> <li>• Disciplinary Procedure (HR)</li> <li>• Data Protection Policy (HR)</li> <li>• Information Security Policy (HR)</li> </ul>
<b>Subject/Description</b>	This policy covers the use of all IT facilities administered by the University of Aberdeen, including use at the University's property and/or use through any networked links to the University's IT facilities.
<b>Equality Impact Assessment</b>	-
<b>Section</b>	IT Services
<b>Theme</b>	IT, facilities, computers, peripherals, networks, software, data, email, security, performance, accessibility, data protection, JANET, remote access, access