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# Regulations for the use of Networked Computing Services

The growth of access in the School to networked computer services, and to the Internet, has raised issues of liability for misuse of such services. Access to the network is provided to students for the purposes of studying and to enable staff to carry out their normal duties (research, teaching, consultancy, support of School activities).

Regulations for the use of networked computing services, giving guidance to registered users of the network as to what they may and may not do as users of the system, have been agreed by the Board of Management, following discussion by the Computing Advisory Group, Planning & Finance Committee and School Council. These regulations are attached at **Annex A** [#annex-a] . In addition, all School users must comply with the Joint Academic Network's Acceptable Use policy.

In addition, computer users in the School need guidance as to their responsibilities with regard to software, whether on the network or on stand-alone PCs. A code of conduct on the use of licensed computer software is given at **Annex B** [#annex-b] and its acceptance by registered users is made explicit in paragraph 5 of the regulations for **Conditions of Use** [#conuse] in the use of networked services.

All registered users of the School's network must abide by these regulations, copies of which are available in all computer teaching rooms, the Library, Registry and on the network.

Operation of these regulations will be reviewed from time to time by the Board of Management.

Any enquiries about this note may be addressed to the Head of IT Services, Ms Sheena Wakefield - ext. 8360, e-mail: [sheena.wakefield@lshtm.ac.uk](mailto:sheena.wakefield@lshtm.ac.uk) [<mailto:brian.furner@lshtm.ac.uk>]

## Annex A

**REGULATIONS FOR USE OF NETWORKED COMPUTING SERVICES  
AT THE LONDON SCHOOL OF HYGIENE & TROPICAL MEDICINE**

(Approved by the Board of Management, December 1995)

## Guidance on Relevant Legislation

### **(1) The Computer Misuse Act 1990**

The Computer Misuse Act identifies three specific offences:

- (a) unauthorised access to computer material;
- (b) unauthorised access with intent to commit or facilitate the commission of further offences, and
- (c) unauthorised modification of computer material.

The act defines (a) the basic offence, as a summary offence punishable on conviction with a maximum prison sentence of six months or a maximum fine of £2,000 or both. The Act goes on to describe offences (b) and (c) as triable either summarily or on indictment, and punishable with imprisonment for a term not exceeding five years or a fine or both.

The offences described in the Act may be interpreted within universities by the examples given below. These are intended as a guide to the seriousness of each offence and do not attempt to cover all possibilities.

**Example 1** Unauthorised access to a computer includes: using another person's identifier (ID) and password; creating a virus; laying a trap to obtain a password; or persistently trying to guess an ID and password.

**Example 2** Unauthorised access to a computer with intent includes: gaining access to financial or administrative records; reading or changing examination results; or inspecting examination paper proofs.

Unauthorised and deliberate modification of computer material includes: destroying another user's files; modifying system files; introducing a local virus; introducing a networked virus; or deliberately generating information to cause a system malfunction.

A copy of the Computer Misuse Act 1990 is available for consultation in (1) the Library, (2) the NST Office and (3) the Secretary & Registrar's Office.

## **(2) The Copyright, Designs and Patents Act 1988**

**[[http://www.hmso.gov.uk/acts/acts1988/Ukpga\\_19880048\\_en\\_1.htm#tcon](http://www.hmso.gov.uk/acts/acts1988/Ukpga_19880048_en_1.htm#tcon)]**

For copyright purposes computer programs are defined as 'literary works' and as such are the subject of a mass of provisions designed primarily to control the use of printed works. All computer software, whether covered by a specific licence or not, is copyright under the Copyright, Designs and Patents Act 1988.

A copy of the Copyright, Designs and Patents Act 1988 is available from (1) the Library, (2) the Network Support Team Office, and (3) the Secretary & Registrar's Office; and can be viewed as the link above.

## **(3) The Data Protection Act 1998**

**[<http://www.opsi.gov.uk/acts/acts1998/19980029.htm>]**

The School is required to ensure that its staff and students are aware of, and comply with, the Data Protection Act 1998. This Act sets down rules for processing personal information and applies to paper records as well as those held on computer. Anyone processing personal data must comply with, the eight Data Protection Principles, which state that data must be:

fairly and lawfully processed;

processed for limited purposes;

adequate, relevant and not excessive;

accurate;

not kept longer than necessary;

processed in accordance with the data subject's rights;

secure, and

not transferred to countries without adequate protection;

Computer users, on no matter how small a scale, and anyone holding personal data in paper form are required to familiarise themselves with these principles and to apply them when using or processing any personal data which may fall within the scope of this Act.

Individuals may be liable to criminal prosecution, as well as disciplinary action, if they process personal data illegally or without having notified the Information Commissioner. The legitimate data processing activities of staff (as part of their employment) and students (as part of their study or research) are covered by the School's notification which can be viewed at <http://www.esd.informationcommissioner.gov.uk/esd/DoSearch.asp> [<http://www.esd.informationcommissioner.gov.uk/esd/DoSearch.asp>]. Further information or guidance can be obtained from the School's Secretary & Registrar.

The Act requires data users to take appropriate security measures to guard against unauthorised access to, or alteration, destruction or disclosure of, personal data. Individuals are, therefore, strongly advised to use the highest level of security available to protect stored files and to take the utmost care of any listings of data.

Useful web sites for further information and guidance are:

JISC Data Protection Code of Practice for the HE and FE Sectors:

[http://www.jisc.ac.uk/index.cfm?name=pub\\_dpacop\\_0101](http://www.jisc.ac.uk/index.cfm?name=pub_dpacop_0101) [[http://www.jisc.ac.uk/index.cfm?name=pub\\_dpacop\\_0101](http://www.jisc.ac.uk/index.cfm?name=pub_dpacop_0101)]

Information Commissioner's Office (includes guidance on Principles, Notification etc):

<http://www.informationcommissioner.gov.uk/> [<http://www.informationcommissioner.gov.uk/>]

## **Scope of Regulations**

These Regulations apply to the use of the computer network facilities within the School, whether access is from public computing rooms, offices, or a PC at home.

The act of registering as a user of the School's network computing facilities is taken to indicate acceptance of the Conditions of Use as follows.

## **Conditions of Use**

(1) Current staff and students of the School are normally entitled to be given access to the network facilities, although the Director of Information Services reserves the right to withdraw this entitlement where an individual infringes these Regulations.

## **Network access**

(2) Each registered user is allocated a personal login-id, mail-id and password in order to gain access to network facilities.

(3) Passwords must not be divulged to any other individuals either inside or outside the School, with the exception of the School's computing support staff on occasions where this is necessary in order to resolve a problem.

(4) The networked computing facilities may be used only for purposes connected with the objectives of the School.

## **Software**

(5) A registered user undertakes to respect the copyright of all materials and software made available on the School service. A registered user will abide by the School's Code of Conduct on the Use of Licensed Computer Software, which is appended to these Regulations.

(6) Many items of software are made available under licence agreements which restrict their use to academic research and teaching. Such software may only be used for research and educational purposes.

(7) Unauthorised copies of licensed software must not be made, nor may such copies be knowingly received or used.

(8) No attempt must be made to modify or destroy software provided on the network, nor intentionally to infect the network or individual computers with virus software. Any personal computer connected to the network must have up-to-date virus detection software.

### **Electronic mail**

The following applies to the use of local, national and international e-mail

(9) Electronic mail must only be used for School purposes and must not be used to propagate party political, religious, abusive, racist, sexist, pornographic or other offensive material.

(10) Electronic mail must not be used for commercial purposes other than those associated with the School's objectives.

(11) Electronic mail must not be used to perpetuate chain letters of any kind.

(12) Electronic mail must not be used to circulate advertisements for accommodation, holidays, pets and other commodities of a private nature, except where necessary as part of official School business (e.g. seeking accommodation for a visiting academic worker).

### **Confidentiality**

(13) The School seeks to protect the confidentiality of files stored on the network. Nevertheless confidential data should not be stored on any publicly available system, nor should such data be transmitted via the network.

(14) The user undertakes not to act in breach of the Data Protection Act. Further details of the requirements of the Act may be obtained from the School's Data Protection Officer who is currently the Secretary & Registrar. Copies of the Act may be consulted in the Library and the Computing Advisory Service.

## **Security**

(15) Registered users are responsible for ensuring that back-up copies of their vital files are made locally and stored off the network.

(16) Registered users must not indulge in computer hacking, where this activity is defined as seeking to gain unauthorised access to a computer system, either locally or via the network, for the purpose of obtaining another's identifier and password, using resources which have not been allocated, with intent to modify or damage another user's files, to obtain or alter data records, or to facilitate the commission of a serious crime.

## **Printing**

(17) Registered users must not create, print or display party political, religious, abusive, racist, sexist, pornographic or other offensive material.

## **Public computing rooms**

(18) The public computing rooms are intended for use by staff and students of the School. Other individuals should not be admitted to the rooms and are not permitted to use the facilities provided.

(19) Users are expected to treat the equipment and general facilities with due respect. Any manuals or other documentation provided for reference should not be removed from the rooms.

(20) When the public computing rooms have not been booked for courses, they are available for the use of individual members of the School. Users should not leave a workstation unattended and idle for more than ten minutes while logged on to the network. In the event that a workstation is left unattended for a longer period and where there is a shortage of unoccupied workstations, another user may commence work at the machine, having logged on using his/her personal network details.

(21) No food or drink may be brought into the public computing rooms, nor be placed in the vicinity of any item of computing equipment in the public rooms.

## **Annex B**

# **CODE OF CONDUCT ON THE USE OF LICENSED COMPUTER SOFTWARE**

## **Preamble**

(a) The School has adopted this code of conduct on the use of copyright computer software in order to ensure that all employees and students comply with the legal conditions for the use of such software. Whether covered by a specific licence or not, all computer software is copyright under the Copyright, Designs and Patents Act 1988.

(b) The Network Support Team will maintain records of software available for use in the School under site-licence agreements which it holds together with licensing arrangements. Other Departments and Units will maintain records of software licences which they hold and records of the terms under which they may be used.

(c) The School will organelle arrangements for back-up, copying and distributing of software and documentation, subject to the conditions of the licence.

(d) In the event of termination of a licence, the School will endeavour to remove all active copies of the software concerned and will take steps to ensure that archive copies are not used.

(e) For the purposes of this Code, the School's Network Support Manager will deal with all queries regarding the terms of use of software.

## **Conditions for the Use of Software by Individuals in the School**

1. Computer software may be used for educational purposes only, as defined in the **Schedule** [#schedule] below.
2. Software may not be copied without appropriate authority or transferred to machines for which it is not licensed.
3. Users of software must ensure that all the requirements of the agreements or contracts under which the software is held by the London School of Hygiene & Tropical Medicine are maintained. (Note: Copies of the relevant agreements or contracts may be seen on application to the Head, Network Support Team.)
4. Users must ensure that copyright statements are maintained on all copies of software.
5. Users must ensure the security and confidentiality of any copy of software released to them and must not make any further copies from it.
6. Software may be used only for the purposes defined in the copyright agreement and only on computer systems covered by the agreement.

7. Users must ensure that subsidiary copyrights are not infringed. (Note: Text and other materials (for example, statistical or bibliographic databases, scanned images, digitise images or sequences of images from TV) within the software applications are also subject to copyright.)
8. Users must not use material down-loaded from databases without a specific licensing agreement less it falls within the normal limits of 'fair-dealing' under the 1988 Copyright, Designs and Patents Act.)
9. Users must not incorporate a modified version of the software in any program written by them without the express permission of the Licensor. (Note: The translation of a program from one computer language to another is in effect the creation of a 'modified version' of the original program as is a program incorporating the 'look and feel' of an original; both these acts constitute an infringement if undertaken without permission.)
10. Users must return all copies of the software at the end of the course/year/period of research/period of employment or when requested to do so.

## **Schedule: Educational Use**

The 'educational use' of a software product is use by any person authorized by the Licences for the purposes of the normal business of the School. Such use includes the following:

teaching;

research;

personal educational development;

administration and management of courses and the educational policy of the School, and development work associated with any of the above.

The following are excluded:

(i) consultancy where a software product is commercially exploited, and

(ii) any other work of significant benefits to any commercial or industrial concern.

*Note: The use of a software product for either of the above purposes would have to be negotiated by the School unless specifically allowed for in the licence.*

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