

# University of Bristol Information Services

## Temporary registration of visitors for computing facilities

July 2004

This form should be completed in order to apply for temporary use of the public computer room situated in the Computer Centre. Registration is at the discretion of Information Services. Once an account has been created, your account details will be available for collection from the Computer Centre Help Desk. Please allow one working day.

- This registration entitles you to use the software and facilities installed in the public computer room. Internet access is available via the cache provided. Printers are provided and non-refundable printer credits may be purchased from the Computer Centre Help Desk.
- It does not provide you with an email account. You will however be able to access any existing email account you have, provided it accepts either telnet / ssh or Web browser access.
- It does not give you access to the building outside of portered hours (normally 08:00 – 18:00 Mon-Fri, excluding Bank Holidays).
- Students applying for a temporary account **must** produce a signed letter from their tutor or Head of Department, on headed notepaper, confirming that access is required in connection with their course.

Please complete the form **legibly in block capitals** and return it to the Computer Centre Help Desk. Consult the Computer Centre Help Desk if you have any queries about the form.

### IMPORTANT:

Please take care to log out of your account when you leave your seat. You will be held responsible for any misuse of the account whilst it is allocated to you.

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### To be completed by the applicant

Surname ..... Full initials .....

College/University ..... Status .....  
(delete as necessary)

I will require temporary access until..... (date)

Home address .....  
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Telephone number .....

I have read the regulations for the use of computing facilities and agree to abide by them.

Signature..... Date.....

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### To be completed by Information Services

Temporary username..... Password.....

Start date..... Expiry date.....

Permitted hours of use.....

## Regulations for use of computing facilities

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Before being registered on any computer administered by the University of Bristol Information Services, you must read the regulations printed below and indicate acceptance of them by signing overleaf. The scope of the regulations and the penalties which may result from their breach can be found in the Information Services document 'Regulations, code of conduct and guidelines for the use of computing facilities' (document regs-g1).

Note that where there is outside financial support, or when such support becomes available to cover the computing costs of a project, it must be declared to the University's Director of Computing.

### Regulations

#### 1. Legislation

Users must comply with all UK legislation relating to the use of computers and networks.

#### 2. Data Protection

Anyone holding data as defined in the Data Protection Act 1984 must notify the University's Data Protection Coordinator and comply with the terms of the legislation in accordance with the University's procedures.

#### 3. Rights in software

Users must respect rights in proprietary software and other on-line information. Users must not copy proprietary data from any systems without permission, nor install proprietary software on systems not covered by an appropriate licence.

#### 4. Identification

Users must not use a personal identifier or password allocated to another user. Users may not use pass themselves off as another person when sending electronic mail, posting to Usenet or making information available on-line in any other way.

#### 5. Use of facilities for outside funded work

Agreement must be obtained from the Director of Computing before use is made of any computing facilities administered by Information Services in connection with work for which payment has been or is to be received from an outside body, including a Research Council. Many software packages in the University are licensed only for education use, and must not be used for commercial purposes unless a full licence is obtained.

#### 6. Compliance with policies, codes and regulations

Users must comply with the relevant Acceptable Use Policies associated with all computer networks of which use is made. If computing facilities at another site are employed, users must comply with the regulations and codes governing that site.

#### 7. Responsible use

University computing facilities are provided solely for use by staff in the course of their employment, and by students in the course of their University education. Other use may be permitted, but any abuse of such permission will be treated as a contravention of these regulations. Any use of the University's computing facilities, which brings the University into disrepute, will be treated as a contravention of these regulations.