

## Regulations for the use of Computer Facilities

### Introduction

The purpose of these Regulations is to ensure the operation of computer facilities in the Academy for the general benefit of all students and staff, and to ensure conformity with other institutions. The Academy recognises the vital part played by Information Technology in the courses offered and has a policy to make computer facilities as readily accessible as possible.

Backstage Academy is committed to the highest standards of Health and Safety and all users of computer facilities must conform to the Academy's Health and Safety Policy.

### Scope

1. These rules apply to all users of computer facilities owned, leased or hired by the Academy, all users of computer facilities on the Academy's premises, and all users of computer facilities connected to the Academy's networks.
2. They also apply to staff and students using facilities in other institutions over the Joint Academic Network, subject to the observation of local regulations.
3. The Academy's Regulations on Health and Safety must be observed in conjunction with the use of all computer facilities.

### The Legal Framework

1. The use of computer facilities is subject to the provisions of the following Acts:
  1. Data Protection Act, 1998
  2. Copyright, Designs and Patents Act, 1988 and subsequent regulations
  3. Computer Misuse Act, 1990
2. Conduct which constitutes offenses under these Acts will be regarded as a serious disciplinary matter and may ultimately be reported to the Police for further investigation and possible prosecution.
3. The Federation Against Copyright Theft makes every effort to combat copyright theft, and assists the public enforcement agencies.

### Authorisation

The use of any computer facility is open only to those staff and enrolled students of Backstage Academy and any other person authorised by the "designated authority". This will be the Head of the Institution. Users will be informed of the "designated authority" (the appropriate Head or his/her nominee) when applying for authorisation to use a facility.

### Registration

The use of the Academic Network is conditional upon prior registration and the granting of a reference or username and individual password. The granting of a username and password will constitute authorisation for use of facilities as referred to in section 3 of the Code of Conduct for the use of software and datasets.

### Access

The Library facilities will have access times posted in prominent positions. Students may not be present within any computer facility outside permitted hours of access. Authorisation to connect to the Academy's administrative computers will be granted to appropriate staff by the Technical Director, who will also notify users of times when these services are unavailable.

### Conditions of use for Hardware and Software

1. Users must not cause any form of damage to the Academy's computing equipment or software, nor to any of the rooms and their facilities and services which contain that equipment or software. The term "damage" includes modifications to hardware or software which, whilst not permanently harmful, incurs time and/or cost in restoring the system to its original state. All costs associated with repairing or replacing damaged equipment or software and/or in providing temporary replacements may be charged to the person or persons causing the damage.
2. Users must adhere to the terms and conditions of all licence agreements relating to any software installed on, or accessed by, Academy computers. In particular, users must comply with the CHEST Code of Conduct for the use of software and datasets. In particular, the duplication of any copyright material, without the permission of the copyright holder, is expressly forbidden.
3. Users must comply with any instructions displayed alongside computing facilities.
4. Users must not deliberately introduce any virus, worm, trojan horse or any other "nuisance" program or file onto any system or take deliberate action to circumvent any precautions taken by the Academy to prevent "infection" of its machines.
5. Users must not delete other user's files or interfere in any way with the contents of their directories.
6. Users must not use another person's username, nor permit or allow another person to use his/her own username.
7. Users must not allow any password associated with his/her username to become known to another person.
8. Users must not make use of any of the Academy's computing equipment to connect to any other computing facility or commercial service without permission and appropriate registration.
9. Users must not connect any device into the Academy's network without prior written agreement from the Technical Director.
10. Every user of networking facilities shall obey any rules published for use of the networks and/or any computer systems to which they have access over those networks. In particular, all users of the Academy network must comply with [JANET Acceptable Use Policy](#), even if the JANET network is not accessed.
11. Users must ensure that they log off each session in accordance with published instructions.

## **Behaviour**

1. The creation, display, production and circulation of offensive material in any form or on any medium is forbidden.
2. Smoking in the computer rooms is forbidden.
3. Users must respect the rights of others and should conduct themselves in a quiet and orderly manner when using computing facilities.
4. No equipment should be moved from its designated place, be tampered with in any way or have its characteristics changed by any unauthorised person.
5. Stationery should be used for the purpose for which it is supplied. It should be carefully conserved and unused stationery should not be removed. All scrap paper should be placed in the bins provided to minimise fire risk. The theft of stationery will be dealt with in accordance with the Academy's disciplinary procedures.
6. It is forbidden to use the computer network to stalk or cause harassment to any other user, or to communicate any libel to other users.

## **Equipment Loans**

1. No equipment or software may be borrowed without written permission from the Technical Director.
2. Any software or equipment, borrowed as part of a formal loan scheme or for the duration of

a particular project, must be returned on the date agreed at the time the loan was made.

### **Private and Commercial Use**

1. The use of any of the Academy's computing facilities for commercial gain, for private work (unconnected with a student's course of study at the Academy or a member of staff's legitimate Academy activities) or for work on behalf of others, is not allowed unless prior agreement has been made with the designated authority for the facilities and an appropriate charge for that use has been determined.
2. It is the responsibility of the user to notify the designated authority of any use of computer facilities for commercial or personal gain.

### **Disclaimers**

1. The Academy accepts no responsibility for the malfunctioning of any equipment or software, nor failure in security or integrity of any stored program or data.
2. No claim shall be made against the Academy, its employees or agents in respect of any loss alleged to have been caused whether by defect in the resources or by act or neglect of the Academy, its employees or agents.

### **Charging**

1. Certain facilities may be charged. Failure to pay outstanding charges may result in withdrawal of services or the withholding of awards.

### **Disciplinary Procedures**

Failure to observe these regulations may result in the following procedures being invoked:

- Interview by the Director of Digital and Technical Resources.
- Withdrawal of access to computer facilities Academy-wide.
- Recommendation to pursue the infringement with a hearing by the Academy's non-academic disciplinary panel.
- In cases where the law has been broken, prosecution may follow and serious breaches could lead to exclusion from the Academy.