

ADMINISTRATIVE COMPUTER SYSTEM USER REGISTRATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

TITLE _____ FIRST NAME (it is important that this is EXACTLY the same as that given to HR) _____ PREFERRED FIRST NAME _____ LAST NAME _____
(e.g. Dave instead of David – this will be used for your e-mail address)

INITIALS _____

DEPARTMENT _____ SECTION OR OFFICE _____

JOB TITLE _____

BUILDING NAME _____ ROOM NUMBER/NAME _____ TELEPHONE _____

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES AS A USER OF THE ADMINISTRATIVE COMPUTER SYSTEMS AS DESCRIBED OVERLEAF (PLEASE PHOTOCOPY PAGES 2 AND 3, AND RETAIN FOR YOUR OWN REFERENCE)

SIGNATURE _____ DATE _____

SERVICES REQUIRED - PLEASE FILL THIS SECTION IN AS FULLY AS POSSIBLE

Access to administrative systems (including required update privileges) (e.g. Symmetry BluQube, Extractor, Banner, iPAMS)	Access to shared filespace (e.g. \\ourdata\departments\finance\planning or \\ourdata\workinggroups\pgadmissionstutors)
Access to shared mailboxes (e.g. Timetabling, Admissions)	Other

ALL APPLICATIONS FOR USER REGISTRATION MUST BE APPROVED BY THE USER'S HEAD OF DEPARTMENT OR DEPUTY HEAD OF DEPARTMENT

AUTHORISED BY:

SIGNATURE

NAME

POSITION

DATE

COMPUTER SERVICES USE ONLY

USERNAME

UNIX ID

MAILNAME

PLEASE RETURN THIS FORM AS SOON AS POSSIBLE TO JANE CAMPBELL IN THE COMPUTER CENTRE

RCS USERS RETURN FORM TO DESKTOP SUPPORT IN THE COMPUTER CENTRE

User Responsibilities

There are a number of statutory laws that have a bearing on the use of the College's computer facilities, and all users must obey these laws.

Computer Misuse Act (1990)

This Act makes it a criminal offence to commit any of the following:

- Unauthorised access to computer material
- Unauthorised access with intent to commit or facilitate commission of further offences
- Unauthorised modification of computer material

These offences are punishable by law with prison sentences ranging from six months to five years and unlimited fines.

Copyright, Designs and Patents Act (1988)

Users must respect the copyright of all material and software made available by Information Services and third parties. Such material is often obtained by the College at special rates, and this arrangement is jeopardised by unauthorised copying. If copyrighted material is to be incorporated into material published 'online' (for example, via the world wide web), the permission of the copyright holder must first be obtained.

For further information on copyright law, see the Copyright Licensing Agency's website.

Data Protection Act (1998)

The Data Protection Act applies to data on living persons which is stored in a computer or other electronic information system. The permission of a data subject should be sought and obtained before any information (irrespective of the medium) relating to them is collected or processed (where processing includes recording, holding disclosing, disposing, or carrying out any operation).

See the College's Policy relating to Data Protection, for further information.

Equality Act (2010)

Any material which discriminates against any person on the grounds of age, disability, gender reassignment, marriage/civil partnership, pregnancy/maternity, race, religion/belief, sex, or sexual orientation (or encourages such discrimination), contravenes this act.

Libel laws

The libel laws cover publishing via electronic media. Facts concerning individuals or organisations must be accurate and verifiable and views or opinions must not portray their subjects in any way which could damage their reputation.

Obscene Publications Act (1964)

Criminal Justice and Public Order Act (1994)

Protection of Children Act (1999)

Using computer facilities for the storage, transmission or display of obscene material is not allowed - irrespective of the legality of material in the country of origin. In addition to the serious penalties faced by the offender, investigation may result in confiscation of computer equipment by the police, causing severe disruption to the College.

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