

Acceptable Use Policy

When using union provided IT equipment or accounts you agree to be bound by the acceptable use policy enforced by the University. The full text of this document can be found at:

<http://www.lboro.ac.uk/services/it/staff/help/policies/aup/>

Please pay particular attention to section 3 (Keeping your IT Credentials Secure).

Section 3 means you are not allowed to use your credentials to enable someone else to use the University networks or IT systems - this restriction includes SU computers. (There are procedures in place for getting accounts created for visiting presenters, volunteers, temporary staff etc.)

Sharing account details may result in your account being locked and you being subjected to a re-education discussion (i.e. a rant) by LSU's Head of Technical Services and / or your password being changed. Repeat offenders will be referred to either their line manager or University IT Services, as appropriate, for disciplinary action. The university can, and do, remove IT privileges given to students and Uni staff as well as issuing fines. Whilst it isn't obvious, helpfully setting a password for a colleague that can't physically attend LSU to change their password for themselves isn't acceptable either.

You should also be aware that leaving LSU computers logged in unlocked and unattended is also a breach of the policy. Sanctions usually involve the ranty Head of Technical Services shouting at you, having to repeatedly change your password, facebook account hacking, and emails being sent declaring your undying love to colleagues. Again repeat offenders will be referred to their line manager or University IT Services.

Installing programmes

In general users are **NOT** permitted to install programmes on LSU computers without written authorisation from itsupport@lsu.co.uk

Just because software will install in your profile does not mean you are *allowed* to install it, or *should* install it.

Some software is not permitted because it conflicts with other software (e.g. Trusteer Raport used by HSBC et al), because you would be in breach of the user licence (e.g. Spotify), or its use may break the law. Colleagues who without permission install software, may be referred to their line manager or University IT Services - in the case of pirated software you **WILL** be reported.