



AUP Code of Practice for Students

Prohibited ICT Activity

The ICT Acceptable Use Policy (AUP) www.library.salford.ac.uk/policies/ictaup.pdf applies to all students and staff. It details acceptable and prohibited ICT activity. All ICT usage is automatically logged and may be monitored (in accordance with the Regulation of Investigatory Powers Act 2000). Main activities you **must not do** include:

- Deliberately or unintentionally port scan or use port scanning software;
- Use peer to peer (p2p) filesharing software such as Torrent, Bear Share or Shareaza to download or upload copyrighted, obscene or illegal material (including, but not limited to) music, films, games and software;
- Access and/or transmit illegal or obscene material, or material that discriminates on any grounds;
- Connect or attempt to connect to University ICT systems without permission;
- Run server operating systems or services without permission;
- Make, install or distribute unauthorised copies of computer software on computer equipment connecting to the ICT network;
- Connect any form of network device (i.e. routers, wireless access points, switches or hubs) to the ICT network;
- Transmit unsolicited material, junk mail or spam; and;
- Deliberately or unintentionally cause the interruption of any University service or another user's data or system, e.g. by virus infection.

Sanctions for breach of AUP may include;

- Withdrawal of University ICT and Library facilities;
- Disconnection & seizure of equipment that is in violation of the policies;
- Reconnection fee of £100 for ICT AUP breaches on Student Finance record;
- Initiation of student discipline procedure.

AUP Breach - What to do next

If your IT account has been blocked, you will need to meet with a member of the ITSERT team to discuss the matter (arranged via ITS Service Desk). Following an AUP breach, you must stop that activity, remove the offending software from your computer and attend the Finance Department at Faraday House to pay the AUP reconnection fee on your student finance record. IT and Library access will be re-activated unless the case is a more serious breach of the AUP and leads to disciplinary action.

Passwords to protect you and your access

- You are responsible for all activity that takes place under your username.

- Protect your internet, filestore and Blackboard access by using a memorable password for your account.
 - Use a combination of at least 8 letters, numbers and symbols that you must not tell anyone and don't need to write down. Try using a memorable saying or phrase e.g. My best friend's birthday is April 4 - buy gift! = MbfbiA4-bg!
- You'll also need to protect you Student Email account and password, and your Athens password. Contact the Service Desk if you need any help. Tel:0161 2952444 or email its-servicedesk@salford.ac.uk
- If you are worried someone has guessed your University account password, press Ctrl, Alt and Delete keys, whilst logged on in a campus PC Suite to change your password. You can also use these keys to log off and shut down the computer.
- The University of Salford will never ask you to reveal any passwords via email, or send phishing or 'threatening' messages insisting you change passwords – these are attempts by fraudulent people to steal your identity and financial details. Do not respond to such emails, just delete them.

Protect yourself – personal security

Follow the CampusWatch advice leaflet on physical and personal safety. Report Security concerns to Estates Security Control (24/7) on 0161 2954773.

Protect your personal computer

You can help protect the University network and information by protecting your personally owned home computer. Viruses and spyware can infect and slow your computer and be misused for criminal purposes so you should set regular updates for anti-virus, operating system and anti-spyware software as well as weekly scans.

1. If you are in Halls of Residence, the Clean Access Agent will help you to set the necessary updates. Ensure you also set a weekly scan of your computer for viruses.
2. If you are not in Halls, but use a computer on the internet you should set the updates on your computer yourself. If you need some help, book on one of the Library IT training courses 'How to protect your personal home computer'.

Saving your work

Your personal space on the University ICT network is known as your F: drive. It is unique to your username. If you save to other devices be aware of version control and keep backup copies.

Copying & Copyright

Please be aware that copyright laws apply to all library, e-library material as well as material on the internet. See posters next to every Library photocopier and check the Information Governance website at www.infogov.salford.ac.uk/copyright/intro.php