Security of your University Account

You will keep your University Account secure, to protect your personal information as well as University data.

- Never share your password with anyone else. It is the 'key' which gives access to your University Account and it should be kept secure at all times.

Use of University systems

Your use of any University owned facilities (e.g. PC Lab computer, ResNet, office PC) and of any University system (e.g. email) must be within the Computer User Agreement, as well as within the Janet (Joint Academic Network) Acceptable Use Policy and within UK law.

- Never copy or share any material, data or programs that do not belong to you (e.g. copyrighted films, music files, or software licensed to the University).
- If you download films or other copyrighted content to watch/use through BitTorrent, Kodi, Popcorn Time or other similar services you will be in breach of UK copyright legislation and the University’s CUA. The University gets alerted to this type of illegal activity*.
- Never use your University Account for illegal, indecent, abusive, offensive, defamatory, threatening, discriminatory or extremist purposes (e.g. to create indecent material, send aggressive emails, ridicule others or promote extremist views).**
- Never affect (or attempt to affect) the efficiency, security or integrity of University IT systems or allow them to be compromised.
- You are not permitted to connect a wireless access point, hub, switch or router to the network on campus (including in student rooms) unless you have been granted written permission as an exceptional case by the Head of Technical Infrastructure Group at Lancaster University.
- Always adhere to the Data Protection Act when storing personal information about others.

Inappropriate action

You will not deliberately attempt to damage, share or pass to others any University owned equipment, system, software, or information stored on University systems.

- Never try to gain illegal access (hack) into any computer network or computer related equipment that does not belong to you.
- Always leave computers and IT equipment in good working order when you have finished using them, and do not remove them from their location.
- Always use up-to-date antivirus software on any computer that you connect to the University network.

Inappropriate commercial activity

You will not use University IT equipment or applications for personal financial gain (e.g. to host a website selling your own goods or services).

*When the University is alerted to a breach of UK copyright law the procedure for the infringement of these regulations will automatically apply, leading to fines of up to £50 or further disciplinary procedure.

**As well as ensuring that University facilities are being used as intended, the University has a statutory duty to comply with PREVENT and aid the process of preventing people being drawn into terrorism as part of the Counter Terrorism and Security Act 2015.