Regulations for the Use of Institutional IT, Library and Media Facilities - Summary of regulations for students

Attached are the Regulations for the Use of Institutional IT, Library and Media Facilities. IT, Library and Media facilities are provided to enhance your learning experience. The rules are designed to enable everyone to use the facilities effectively. This is a brief summary of the regulations. Please read the full regulations and ensure that you are aware of their requirements.

To whom do the regulations apply?

These rules apply to anyone using University IT, Library and Media facilities. They also apply to anyone here using the learning support facilities from another university or college.

These rules apply to anyone using any kind of computer or technological equipment, for any purpose, at the university, even if it is their own equipment and even if it is only connected to the institution through a network.

Use of Facilities or Equipment:

Registration

You may need to register with whoever is in charge of the equipment you wish to use. How you do this will be made clear but normally you will be automatically registered by your tutor or you will need to get the appropriate IT, Library and Media facilities registration form or booking form signed by your tutor. Any user identification or password you are given is for you alone: do not tell anyone yours and do not try to use anyone else’s. If you leave or change your course you must inform your school office or Registry who can change Banner (the student information system), and thereby our systems. Students can check the data held by the University relating to them by using “Check My Data” which can be consulted on the Help Zone website.

You will need your student card to access the libraries or their facilities. Remember to bring it with you.

Personal, commercial or outside work

Special permission is needed to use the institution’s facilities for personal, commercial or outside work. There may be charges for such use.

Instructions on IT use

You must make sure you know how to use the equipment. Carefully follow instructions displayed. You need permission to move equipment, to borrow anything or to connect any new hardware.

Follow the instructions for starting and finishing computing sessions. Use only authorised software. Please note that loading new software is not permitted in any IT, Library and Media facility. Please do not introduce, or risk introducing, viruses or anything similar. Avoid interfering with other users or their data or software. You must not create, display, produce or circulate any offensive material. Old data and uncollected materials may be removed by housekeeping procedures, so check how long they are kept.

You must not damage, interfere with or change any of the institution’s equipment and materials; if you do you may be charged for having it repaired or replaced.
Use of the libraries

Users must respect the rights of others and should conduct themselves in a quiet and orderly manner when using IT, Library and Media facilities. Mobile phones must either be turned off or switched to silent mode on entering the libraries and may only be used for conversations in designated areas.

You must respect the intellectual property rights of writers, composers, musicians and artists by adhering to current copyright regulations. You must be careful not to plagiarise the work of others.

Smoking, eating or drinking, except for the consumption of bottled water, is allowed only in designated areas within any IT, Library and Media facility. No dogs, cats or other animals may be brought into any IT, Library and Media facility with the exception of guide or hearing dogs.

Certain areas of the libraries are designated as ‘silent study’ areas. You must respect any requests to be quiet.

If you break these rules you may be breaking the criminal or civil law and could be liable to disciplinary action. Any person who causes disruption to other users may be asked to leave the library and be barred from re-entry.
Regulations for the Use of Institutional IT, Library and Media Facilities

CONTENTS

Section 1 Regulations: general
Section 2 Regulations governing the use of IT, Library and Media facilities
Section 3 Regulations governing the use of the libraries and other institutional IT, technology and media services
Section 4 Authorities and signatories
1 Regulations: general

1.1 Interpretation

The terms listed below have within these regulations the meanings given for each.

1.1.1. Institution

Leeds Beckett University

1.1.2. Unit

a managed organisational sub-division of the institution however titled, eg, department, division, faculty, school, unit, service.

1.1.3 Designated authority

the designated post-holder or body with the authority to give access to the institution’s facilities and to give other permissions as stated in these regulations.

1.1.4 Staff

staff, whether academic, officer or manual employed by the institution.

1.1.5 Student

an individual enrolled or registered with the institution or undertaking study of any kind provided by, at or under the auspices of the institution.

1.1.6 User

any person who has legitimate access to the facilities.

1.1.7 Damage

any deliberate, negligent or accidental damage to or loss of any equipment and materials, including any modifications to hardware or software which incur time or cost in restoring the system to its original state.

1.2 Law

1.2.1 Applicable laws

Applicable laws include:

a) Data Protection Act 1998
b) Copyright, Designs & Patents Act 1988
c) Computer Misuse Act 1990
d) Health & Safety at Work Act 1974
e) Counter-Terrorism and Security Act 2015
f) Freedom of Information Act 2000
g) Human Rights Act 1998

1.2.2 Regulations and law

These regulations apply subject to and in addition to the law. In all cases involving a breach of the law legal sanctions may apply.

1.3 Authority

The designated post-holder or body with the authority to give access to facilities and to give other permissions as stated in these regulations is specified in Section 4.1 below for the facilities listed. The designated post-holder may delegate each authority to a nominee.

2 Regulations governing the use of institutional IT facilities

2.1 Scope

These regulations apply to:

2.1.1 type of individual:

all users of the IT facilities described below.

2.1.2 type of use:

academic, administrative and other use of IT facilities.

2.1.3 type of IT facility:

personal computers whether desktop or portable, mini or mainframe computers and computer networks; all software and data thereon; all computer-based information systems provided for administrative or other purposes; computer-based language teaching facilities; computer-based video editing facilities; video/data presentation suites, printer/copiers, production equipment and facilities such as cameras/scanners.

2.1.4 ownership of equipment:

IT facilities owned, leased, hired or otherwise provided by the institution, IT facilities connected directly or remotely to the institution’s network or IT facilities, and IT facilities used on the institution’s premises.

2.2 Registration

2.2.1 Conditions

a) General

Registration of students will normally be automatically carried out upon enrolment or by a tutor; registration of staff will often be automatically carried out upon appointment. Where registration is not automatic, requests for registration shall be on the appropriate form and shall include details of the
requester, the IT facilities including any necessary details of type or scope of access and the period for which access is requested. Where registration is not required, use of the facilities is restricted to appropriate staff and students of the institution. Use of IT facilities may also be made by Associate Staff and Associate Student Card holders, some categories of Guest Card holders and users under the SCONUL Access/UK Computing Plus scheme.

b) Registration to use IT facilities or the use of IT facilities constitutes acceptance of these regulations.

c) The granting of access rights to some IT facilities is related to programme of study and will be by the provision of user ID(s) and passwords(s) giving access to locations, hardware and/or software IT facilities. Granting of access rights will not be unreasonably withheld. The provision of such user ID(s) and passwords(s) will constitute authorisation for the use of those IT facilities for the purposes specified in the request for registration and under the conditions applicable to those IT facilities.

d) Users must not use another user’s ID or password, or allow any user ID or password issued to them to become known to any other person, or, having logged in and not logged out, leave IT facilities unattended and potentially usable by some other person.

e) Users must notify the designated authority of any change in their status which may affect their right to use IT facilities. This does not apply to students completing their studies, or a section of their studies in the normal way. Registered staff changing job within the university must inform the designated authority for each registration.

2.2.2 Types of user

Section 4.2 lists those appropriate to authorise requests to the relevant designated authority for registration.

a) Staff

Staff require the written authority of their unit manager for any request to the designated authority for registration to use IT facilities. This requirement may be waived with the agreement of the designated authority to allow staff individually to request registration. Normally this waiver will be restricted to staff requesting registration for academic IT facilities.

b) Students

Students normally require the written authority of a member of academic staff agreed to be appropriate by the designated authority for any request to the designated authority for registration to use IT facilities, unless certain cohorts of student or certain IT facilities are specifically exempted from this requirement.

c) Other persons

Persons other than staff and students require the written authority of a unit manager agreed to be appropriate by the designated authority for any request to the designated authority for registration to use IT facilities. Use of IT facilities may also be made by Associate Staff and Associate Student Card holders, some categories of Guest Card holders and users under the SCONUL Access/UK Computing Plus scheme.
2.3 **Charging**

2.3.1 Registration and use

Users may be charged for registration and/or for use of IT facilities.

2.3.2 Damage

In addition users will be charged for the cost, as determined by the designated authority, of remedying any damage they cause.

2.4 **Non-institutional use**

2.4.1 Personal

The use of IT facilities for personal purposes other than for commercial gain must have the permission of the designated authority and may be subject to charge.

2.4.2 Commercial

The use of IT facilities for commercial gain must have the explicit prior permission of the designated authority and may be subject to charge.

2.4.3 Placement

The use of IT facilities to the substantial advantage of other bodies such as employers of placement students must have the explicit prior permission of the designated authority and may be subject to charge.

2.4.4 External

Use of IT facilities by persons other than staff or students must have the explicit prior permission of the designated authority and may be subject to charge. Use of IT facilities may also be made by Associate Staff and Associate Student Card holders, some categories of Guest Card holders and users under the SCONUL Access/UK Computing Plus scheme.

2.5 **Equipment**

2.5.1 Introduction

Users are responsible for ensuring that they are sufficiently familiar with the operation of any equipment they use to make their use of it safe and effective and to avoid interference with the use of it by others.

2.5.2 Movement

No equipment or other IT facility may be moved without the prior agreement of the designated authority.

2.5.3 Network connection

No equipment may be connected in any way into any network or other IT facility of the institution without the agreement of the designated authority. Agreement should be in writing and in advance except in areas/rooms where IT, Library and Media facilities provision has been designed to permit the plugging in of laptops or where wireless networking for the designated purpose has been provided.
2.5.4 PC standards

All PC (ie, micro-computer of any type) equipment must conform to the current university standard configuration except where this requirement has been explicitly waived. Authority to waive this requirement lies with the Director of IT Services or senior nominee.

2.6 Use

2.6.1 Damage

Users must not in any way cause any form of damage to the institution’s IT facilities, nor to any of the accommodation or services associated with them.

2.6.2 Unauthorised access or damage to electronic data

Users must not access or copy, via hacking or any other means, data which they are not entitled to access. Users must not delete or modify data which they are not authorised to delete or modify. Hacking is an illegal act and is strictly forbidden.

2.6.3 Licensing

Users must adhere to the terms and conditions of all licence agreements relating to IT facilities which they use including software, equipment, services documentation and other goods.

2.6.4 Hardware and software modification

Users must not modify any hardware or software without permission from the designated authority. Users must not incorporate any part of the provided software into their own work.

2.6.5 Non-standard software

Please note that loading new software is not permitted in any IT, Library and Media facility.

2.6.6 Virus protection

Users must not deliberately introduce any virus, worm, Trojan horse or other harmful or nuisance program or file into any IT facility, nor take deliberate action to circumvent any precautions taken or prescribed by the institution to prevent this.

2.6.7 Data

Users must not delete or amend the data or data structures of other users without their permission.

2.6.8 Registration to facilities

Users must not in their use of IT facilities exceed the terms of their registration. In particular they must not connect to any other computing IT facility without the permission of the designated authority.

2.6.9 Networks and remote IT facilities
Users of networks and remote IT facilities shall obey any published rules for their use. Where the university’s resources are being used to access JANET or other networks and facilities the user must comply with the JANET Acceptable Use Policy (http://www.ja.net/documents/use.html) or the acceptable use policy of other networks and facilities. Any abuse of the JANET Acceptable Use Policy or the acceptable use policy of other networks and facilities will be regarded as a breach of these regulations.

2.6.10 Start and finish procedures

Users must ensure that they start and terminate each session of use of IT facilities in accordance with published instructions.

2.6.11 Consumables

Consumables including stationery must be used for the purpose for which they are supplied. A charge may be made for consumables such as paper for printing and for floppy disks. Users of printing and copying facilities in the libraries should only use paper and acetates provided by the library. The use of any other stationery may cause malfunction or damage to the equipment.

2.6.12 Output

Users must not interfere with the use by others of the IT facilities; they must not remove or interfere with output belonging to another user.

2.6.13 Health and safety

Users must comply with all pertinent health and safety regulations for any equipment that they use.

2.7 Behaviour

2.7.1 Offensive material

The creation, display, download, production, store, circulation or transmission of unlawful material, or material that is indecent, offensive, defamatory, racist, threatening, discriminatory or extremist in any form or medium is strictly forbidden. The University reserves the right to block or monitor access to such material.

2.7.2 Damage

Users must take every precaution to avoid damage to equipment caused by smoking, eating or drinking in its vicinity. In particular, smoking, eating or drinking (except for the consumption of bottled water) in any student IT facilities room is forbidden.

2.7.3 Conduct

Users must respect the rights of others and should conduct themselves in a quiet and orderly manner when using student IT facilities.

2.7.4 Opening times

Users must respect published times for access to student IT facilities.

2.7.5 Intervention by agents of the university in the delivery of institutional IT services
Any agent of the university delivering or assisting in the delivery of an IT service to the university’s students and/or staff and other users may reserve the right to take action against any user who is suspected of the misuse of the service which they are providing or helping to provide. Specifically, Google, as an agent of the university in the provision of an email service (plus other applications collectively known as Google Apps) to the university’s students, reserves the right to take action against users in such circumstances. This is provided for in Google’s terms and conditions of use of Google Apps.

2.8 Retention

2.8.1 Housekeeping

Users’ data and software will be subject to published procedures for their removal or archiving after specified periods.

2.8.2 Output

Users’ printout and other output will be disposed of after published periods if not collected.

2.9 Disclaimer

2.9.1 Functioning

The institution accepts no responsibility for the malfunctioning of any IT facility or part thereof, whether hardware, software or other. The institution has a rigorous inspection system for all IT equipment. Faulty equipment should be reported to the appropriate authority.

2.9.2 Information and software

The institution accepts no responsibility for the loss of any data or software or the failure of any security or privacy mechanism.

2.9.3 Loss

No claim shall be made against the institution, 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 institution, its employees or agents, except in relation to personal injury or death caused by negligence.

2.10 Infringement

2.10.1 Law

Any infringement of these regulations may be subject to penalties under civil or criminal law and such law may be invoked by the institution.

2.10.2 Disciplinary

Any infringement of these regulations constitutes a disciplinary offence under the applicable procedure and may be treated as such irrespective of legal proceedings.

2.10.3 Costs
As stated in Section 2.3.2 users will be charged for the cost of remedying any damage they cause.

3 Regulations governing the use of the libraries and other IT and Media facilities

3.1 Scope

These regulations apply to:

3.1.1 the facilities:

c all IT, Library and Media facilities

3.1.2 type of individual:

c all staff, students, and others using IT, Library and Media facilities described below

3.1.3 type of use:

c academic, administrative and other use of IT, Library and Media facilities

3.1.4 type of material

The term "books" should be taken to include all materials and resources provided for general use in the libraries or for borrowing from the libraries. IT and media equipment is specifically covered in Section 3.6.3.

3.1.5 ownership of equipment

IT, Library and Media materials owned, leased, hired or otherwise provided by the institution.

3.2 Registration

3.2.1 Conditions

a) General

Use of some IT, Library and Media facilities may be conditional on prior registration with, and granting of access rights by, the appropriate designated authority for the relevant facilities as listed, unless certain facilities are specifically exempted from the need for registration. Registration of students will normally be automatically carried out upon enrolment or by a tutor; registration of staff will often be automatically carried out upon appointment. Where registration is not automatic, requests for registration shall be on the appropriate form and shall include details of the requester, the IT, Library and Media facilities including any necessary details of type or scope of access, and the period for which access is requested.

b) Registration to use IT, Library and Media facilities and/or the use of IT, Library and Media facilities constitutes acceptance of these regulations.

c) The granting of access rights to some IT, Library and Media facilities will be by the provision of user ID(s) and password(s) or PIN number(s) giving
access to locations, hardware and/or software. Granting of access rights will not be unreasonably withheld. The provision of such user ID(s) and password(s) will constitute authorisation for the use of those IT, Library and Media facilities for the purposes specified in the request for registration and under the conditions applicable to those IT, Library and Media facilities.

d) Users must not use another user's user ID or password or PIN number, nor allow any user ID, password or PIN number issued to them to become known to any other person, nor, having logged in and not logged out, leave IT, Library and Media facilities unattended and potentially usable by some other person. Similarly, users must not send any electronic messages purporting to be from another user.

e) Users must notify the designated authority of any change in their status which may affect their right to use IT, Library and Media facilities. This does not apply to students completing their studies, or a section of their studies in the normal way.

f) Users must carry their student card when using IT, Library and Media facilities and show it on request to library staff. Some library facilities can only be accessed by using the card.

3.2.2 Types of user

Section 4.2 lists those appropriate to authorise requests to the relevant designated authority for registration.

a) Staff

Staff require the written authority of their unit/faculty manager for any request to the designated authority for registration to use IT, Library and Media facilities. This requirement may be waived with the agreement of the designated authority to allow staff individually to request registration. Normally this waiver will be restricted to staff requesting registration for academic IT, Library and Media facilities.

b) Students

Student registration is part of the enrolment process.

c) Other persons

Persons other than staff and students require the written authority of a recognised external body agreed to be appropriate by the designated authority for any request to the designated authority for registration to use IT, Library and Media facilities. Use of libraries and IT facilities may also be made by Associate Staff and Associate Student Card holders, some categories of Guest Card holders, and users under the SCONUL Access/UK Computing Plus schemes.

3.3 Charging

3.3.1 Registration and use

Users may be charged for registration and/or for use of IT, Library and Media facilities. Where such charges are predetermined they are listed in the IT, Library and Media facilities price list, published annually.
3.3.2 Damage

In addition users will be charged for the cost, as determined by the designated authority, of remedying any damage they cause.

3.3.3 Fines

Fines will be imposed for the late return of books at the rate currently in force. Non-payment of book fines and other debts such as compensation for book loss or damage will be dealt with by the university’s debt recovery procedures and may lead to non-conferment of an academic award until all debts have been settled, and/or to legal action.

3.3.4 Unauthorised removal of library materials

A fine will be imposed for the attempted or actual removal of library materials without having them issued. This may be accompanied by a ban on borrowing which will last one month or until the fine is paid whichever is longer. Alternatively, students and staff who are apprehended can opt to have their case considered at a disciplinary hearing. The panel hearing the case has the power to dismiss it or, where proven, impose a fine. A fine may be accompanied by a ban on borrowing. Any fine imposed after a full disciplinary hearing will take into account the evidence given and may, in some cases, be higher than the fixed penalty originally imposed by IT, Library and Media facilities.

3.3.5 Anyone caught mutilating or damaging library materials will be required to pay the full cost of repair or replacement plus a fine and will incur a ban on borrowing (of no longer than three months or until the fine is paid whichever is longer). Alternatively, students and staff who are apprehended can opt to have their case considered at a disciplinary hearing. The panel hearing the case has the power to dismiss it or, where proven, require payment of the full cost of repair or replacement and impose a fine. A fine may be accompanied by a ban on borrowing. Any fine imposed after a full disciplinary hearing will take into account the evidence given and may, in some cases, be higher than the fixed penalty originally imposed by IT, Library and Media facilities. Legal action may also be pursued in cases of theft or damage.

3.4 Non-institutional use

3.4.1 Personal

The use of IT, Library and Media facilities for personal purposes must have the permission of the designated authority and may be subject to charge. This also excludes use for commercial purposes.

3.4.2 Commercial

The use of IT, Library and Media facilities or commercial gain must have the explicit prior permission of the designated authority and may be subject to charge.

3.4.3 Placement

The use of IT, Library and Media facilities to the substantial advantage of other bodies such as employers of placement students must have the explicit prior permission of the designated authority and may be subject to charge.
3.4.4 External

Use of IT, Library and Media facilities by persons other than staff or students must have the explicit prior permission of the designated authority and may be subject to charge.

3.5 Borrowing of library materials

3.5.1 No person shall remove a book from the library without first registering the loan, either by using an appropriate self-issue facility or by having the issue processed at the library counter.

3.5.2 Any registered member of the library is responsible for books borrowed under her/his name even if they have been lost/damaged by a third party.

3.5.3 Any person who borrows a book from the library thereby accepts responsibility for its safe return to the library within the period of loan allowed and shall ensure its return within that period.

3.5.4 The Director of Libraries and Learning Innovation or senior nominee may restrict the borrowing of any books in the library.

3.5.5 The Director of Libraries and Learning Innovation or senior nominee may withhold the right to borrow books from any person who at that time still retains a book which is overdue for return, or who, having misplaced a book, has not yet paid compensation for its loss. Compensation shall be determined by the Director of Libraries and Learning Innovation or senior nominee. Alternatively students and staff can opt to have their case considered at a disciplinary hearing. The panel hearing the case may either dismiss the matter or, if the case is proven, require payment of the debt connected with the failure to return the material. Where the material has been lost the panel may require payment of compensation for it. The appropriate amount of compensation will be determined by the Director of Libraries and Learning Innovation or senior nominee. In addition, the panel may also impose a fine which may be accompanied by a ban on borrowing. Any fine imposed as a consequence of a full disciplinary hearing will take into account the nature of the offence and the evidence given during the disciplinary proceedings.

3.5.6 Borrowers may be asked to return books before the due date if such books have been requested by others.

3.5.7 All books must be returned before users complete their course or contract of employment.

3.5.8 Books borrowed by the library from outside agencies on behalf of the user shall be subject to the conditions imposed by the agency, for example, in respect of fines, conditions of use or loan periods.

3.6 Equipment

3.6.1 Introduction

Users are responsible for ensuring that they are sufficiently familiar with the operation of any equipment they use to make their use of it safe and effective and to avoid interference with the use of it by others.

3.6.2 Movement
No equipment may be moved without the prior agreement of the designated authority.

3.6.3 Equipment loans

Equipment may only be borrowed on the completion of the appropriate form available from the designated authority or someone with delegated authority. Loans are subject to the conditions outlined on the form. Any equipment borrowed must be returned by the due date agreed when the loan was made. Please also refer to the university’s financial procedures.

3.6.4 Equipment borrowed from outside agencies shall be subject to the conditions imposed by the agency.

3.6.5 Fines will be imposed for the late return of equipment at the rate currently in force. Non-payment of equipment fines and other debts such as compensation for equipment loss or damage will be dealt with by the university’s debt recovery procedures and may in extreme cases result in suspension of conferment of an academic award until all debts have been settled, and/or to legal action.

3.7 Behaviour

Individuals who infringe university or IT, Library and Media facilities regulations or procedures may be liable to a fine, to disciplinary action and to being suspended from use of university or IT, Library and Media facilities for varying periods of time or to any combination of the above. Cases of persistent infringement will be dealt with through the Student Code of Discipline and may lead to suspension or expulsion from the university.

3.7.1 The creation, display, download, production, store, circulation or transmission of unlawful material, or material that is indecent, offensive, defamatory, racist, threatening, discriminatory or extremist in any form or medium is strictly forbidden. The University reserves the right to block or monitor access to such material.

3.7.2 No person shall damage equipment, furniture, or resources belonging to the library. Users must not write in, deface or otherwise damage any book or printed volume. Any damage to equipment, furniture, or resources belonging to the libraries shall be made good to the satisfaction of the Dean of Innovation North or senior nominee.

3.7.3 Users must not do anything which would jeopardise their own or others’ safety. Users must comply with any safety or emergency instructions given by library staff.

3.7.4 No person shall create a disturbance in IT, Library and Media facilities which might affect the use of facilities by others, except that the Dean of Innovation North or senior nominee shall have authority to permit essential work to proceed. Any person who causes disruption to other users may be asked to leave the library and be barred from re-entry for the remainder of the day (Student Code of Discipline, Section 9.1 refers).

3.7.5 Users must respect the rights of others and should conduct themselves in a quiet and orderly manner when using IT, Library and Media facilities. Mobile phones must either be turned off or switched to silent mode on entering the libraries and may only be used for conversations in designated areas.

3.7.6 Users must respect the intellectual property rights of writers, composers, musicians and artists by adhering to current copyright regulations. Users must be careful not to plagiarise the work of others.
(See the Guidance Note: The Little Book of Plagiarism. Section C9 of the Academic Principles and Regulations on “Cheating, Plagiarism and Other Forms of Unfair Practice” refers.)

3.7.7 Users will comply with all requirements, contracts, and licences for software, databases or datasets that are made available through the university. In particular, users must abide by the terms of the code of conduct for CHEST software or datasets; see

http://www.eduserv.org.uk/chest/conduct.html

3.7.8 Unauthorised access or damage to electronic data.

Users must not access or copy, via hacking or any other means, data which they are not entitled to access. Users must not delete or modify data which they are not authorised to delete or modify. Hacking is an illegal act and is strictly forbidden.

3.7.9 No person shall bring drinks into IT, Library and Media facilities (except for the consumption of bottled water), smoking is forbidden and eating is forbidden, other than in designated areas in the library.

3.7.10 No person shall bring a cat, dog, or other animal into the IT, Library and Media facilities, with the exception of guide and hearing dogs.

3.7.11 Users must show their student card or some form of identity on request.

3.7.12 Student cards are not transferable to other persons.

3.7.13 Guest Card users must notify the library of any change of name or address. Other registered users should inform their faculty/school or Human Resources of any change of name or address.

3.7.14 Users must respect published times for access to IT, Library and Media facilities.

3.8 Disclaimer

3.8.1 Functioning

The institution accepts no responsibility for the malfunctioning of any IT, Library and Media facility or part thereof, whether hardware, software or other.

3.8.2 Loss

No claim shall be made against the institution, 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 institution, its employees or agents, except in relation to personal injury or death caused by negligence.

3.9 Infringement

3.9.1 Law

Any infringement of these regulations may be subject to penalties under civil or criminal law and such law may be invoked by the institution.

3.9.2 Disciplinary
Any infringement of these regulations constitutes a disciplinary offence under the applicable procedure and may be treated as such irrespective of legal proceedings.
### 4 Authorities and Signatories

#### 4.1 Designated Authorities

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Network</td>
<td>Director of IT Services</td>
</tr>
<tr>
<td>IT and Media Facilities</td>
<td>Director of IT Services</td>
</tr>
<tr>
<td>Library Facilities</td>
<td>Director of Libraries &amp; Learning Innovation</td>
</tr>
<tr>
<td>Faculty IT Facilities</td>
<td>Dean of Faculty</td>
</tr>
<tr>
<td>Institutional Corporate Systems</td>
<td>Director of IT Services</td>
</tr>
<tr>
<td>Administrative Systems</td>
<td></td>
</tr>
<tr>
<td>Non-student PC systems</td>
<td>Unit Manager</td>
</tr>
</tbody>
</table>

#### 4.2 Registration Request Signatories

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>USER TYPE</th>
<th>SIGNATORY CLASS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Network</td>
<td>Staff</td>
<td>Unit Manager</td>
</tr>
<tr>
<td>Institutional Network</td>
<td>Student</td>
<td>Senior nominated academic or administrator</td>
</tr>
<tr>
<td>Student IT, Library and Media facilities</td>
<td>Other</td>
<td>Unit Manager</td>
</tr>
<tr>
<td>Student IT, Library and Media facilities</td>
<td>Staff</td>
<td>Unit Manager</td>
</tr>
<tr>
<td>Student IT, Library and Media facilities</td>
<td>Student</td>
<td>Senior nominated academic or administrator</td>
</tr>
<tr>
<td>Student IT, Library and Media facilities</td>
<td>Other</td>
<td>Unit Manager</td>
</tr>
<tr>
<td>Corp Admin Systems</td>
<td>Staff</td>
<td>Unit Manager</td>
</tr>
<tr>
<td>Corp Admin Systems</td>
<td>Other</td>
<td>Unit Manager</td>
</tr>
<tr>
<td>Non-Student PC systems</td>
<td>All</td>
<td>Unit Manager</td>
</tr>
<tr>
<td>Library</td>
<td>Staff</td>
<td>Unit Manager</td>
</tr>
<tr>
<td>Library</td>
<td>Student</td>
<td>N/A</td>
</tr>
<tr>
<td>Library</td>
<td>Other</td>
<td>N/A</td>
</tr>
</tbody>
</table>