

Appendix

4

Web Account Registration Form For Clubs & Societies

UCD WWW Account Application/Renewal Form For Societies and Clubs

Information Provider

I, _____, hereby apply for/ renewal of my Club's/Society's WWW account on UCD's main WWW Server, and nominate the person named below as the organisations Designated Agent.

| | | | |
|-----------------------------------------------------------------------------------------------------|----------------|------------|--|
| Name of Club/Society: | | | |
| Title of Club/Society: | | | |
| I have read and will abide by the regulations for the use of UCD's WWW Server (See Attached Sheet). | | | |
| Surname | | First Name | |
| Signature | | Title | |
| Email | Student Number | | |

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------|--|
| Student Consultative Forum | | | |
| Approved by: | | | |
| Designated Agent (If Applicable) | | | |
| I hereby agree to act as Designated Agent for the Club/Society named above. I have read and will abide by the regulations for the use of UCD's WWW Server. | | | |
| Surname | | First Name | |
| Telephone | | Email | |
| Student No. | | | |

| | | | |
|-------------------|--|---------------|--|
| For official use: | | | |
| Login ID | | Date Received | |
| Approved by | | | |

Computer and Network Systems Acceptable Use Policy

University College Dublin is committed to providing computer resources, including e-mail and internet access, for staff and student use to promote the aims of the University and to facilitate education, research and administration.

To safeguard individual users and to ensure the integrity and reliability of the computer system, UCD has the following usage policies. These are not intended to limit an individual's use of the University's computer resources, rather they are designed to ensure that the University can offer the widest possible range of services to its community. Nothing that follows in this document attempts to limit academic freedom as set out in the Universities Act (1997).

The University is committed to maintaining the privacy of its users and does not actively monitor computer usage (including e-mail and the internet). However users should be aware that records are kept of all usage and could be made available in specific circumstances.

In general, the computer resources of the University may not be used for illegal acts, for activities in breach of University policies or for personal commercial activity unless specifically authorised. Only staff of the University, registered students or other approved users may take use of the universities computer resources that are not available to the general public. Unauthorised use may lead to disciplinary action or prosecution under the Criminal Damages Act (1991).

The following highlight a number of areas that you, as a user, must pay particular attention to.

1. You must respect the laws of Ireland and specifically, but not exclusively, be aware of responsibilities under

| | |
|--------------------------------------|-----------------------------------|
| Copyright Act (1963) and as amended. | Criminal Damage Act (1991) |
| Data Protection Act (1988) | Freedom of Information Act (1997) |

Prohibition of incitement to hatred Act (1989) Child Trafficking and Pornography Act, 1998
In addition, there are University policies in a variety of areas under which all users must operate.

These include the -Student Disciplinary Code, Policy on Dignity and Respect

2. You may be provided with accounts and passwords to permit access to the college networks and other computer resources. You must take reasonable precautions to prevent unauthorised use of such accounts. In addition, if you are a staff member, you must ensure, in so far as practicable, that the computers in your office or under your control are not used for unauthorised purposes. Advice and practical help will be available to help safeguard data, systems and computer equipment.
3. You must behave reasonably in your use of the college computer resources. You must not undertake or facilitate any activity that could jeopardise in any way, the integrity, reliability and performance of these resources. Any devices connected to the network must comply with the requirements of computing services. Check with Computing Services before you do anything that might affect the network. Wilful damage (or attempted damage) to computer resources will result in disciplinary action, which may include prosecution under appropriate legislation. Likewise deliberately wasteful use of resources and time could lead to a withdrawal of services or severe disciplinary action.
4. You must take reasonable care to ensure that you do not transmit viruses or other malicious computer code to other users. The college will provide guidelines and practical help to all users to protect their computers.
5. It is not acceptable to view, download, transmit or store any offensive, indecent images or material. Nor is it acceptable to attempt to access any files, data or records for which you are not authorised. You may not use the University's computer systems to publish or transmit anything that is libellous or defamatory or is damaging to another computer system. Neither may you deliberately misrepresent your views as those of the University or any other person or organisation. Such action will be regarded as a serious disciplinary matter.
6. All Software installed and used on the university's computer systems, including stand-alone computers, must be appropriately licensed. Where University site licenses permit off-campus use and/or personal use, users must adhere to the terms and conditions of such licenses.
7. Increasing amounts of the data and information are stored on electronic media on the university's computer system. If you have access to or are responsible for such data, you must make yourself aware of the University's security policy for electronically held data and ensure that the integrity, accessibility, accuracy and confidentiality of such data are maintained. If you keep personal data on the others you must comply with the provisions of the Data Protection Act (1988). You must also be aware that the freedom of the Information Act applies to records held in electronic format.
8. A failure to abide by these policies may result in being denied access to computer resources as well as other proceedings.

This policy on acceptable computer use supersedes all previous policies on acceptable computer use and will be amended from time to time as required. Any user of University computer resources is deemed to have made him/herself aware of these policies.