Acceptable Use Policy

The Acceptable Use Policy (AUP) applies to all users of Leeds Trinity University's IT and library facilities. It is designed to enhance your learning and working environment and to enable everyone to use the facilities effectively.

1.0 General

1.1   Use of any of the IT and Library facilities indicates your full acceptance of the terms and conditions of this Acceptable Use Policy.

1.2   You may use the full range of facilities if you are:

i) an employee of Leeds Trinity University.
ii) a student or apprentice currently registered for any course at Leeds Trinity University.
iii) a salaried officer of the Leeds Trinity Student's Union.

1.3   Alumni members of the University, initial teacher training mentors to Leeds Trinity students on teaching placement, external apprentices from Bradford College and Barnsley College, and external users aged 18 or over living or working in the following postcode areas: LS1-29, BD1-24, WF1-17, YO1, YO8, YO10, YO19, YO23, YO24, YO26, YO30-32, YO51,61 and YO90 who have applied for and been accepted for membership have access to a more restricted range of facilities. These include access to the Andrew Kean Learning Centre and its printed collections, limited borrowing rights, access to dedicated Library catalogue terminals and photocopying facilities.

Because of licensing restrictions, users in this category are not permitted to use Learning Centre computers, to access the University network or the Library's electronic books, journals or databases, or to be supplied with materials on interlibrary loan. External users may make use of group study rooms and study carrels, if not booked or in use, but the study room booking service is not available to them.

1.4   Students, apprentices, and members of staff of other institutions who have been granted access to Leeds Trinity University Library under the SCONUL Access Scheme and fall into the following categories: member of staff on an open or fixed term contract, postgraduate research student registered for a PhD, MPhil or similar qualification, a part-time, distance learning or placement student, or a full-time postgraduate student have the same rights as detailed at 1.3.

1.5   Full time undergraduates of other institutions who have been granted access to Leeds Trinity University Library under the SCONUL Access Scheme will have the same rights as detailed at 1.3, except that they are not entitled to borrow materials, but have reference only access to printed collections.

1.6   Access to the Andrew Kean Learning Centre (AKLC) is restricted to Leeds Trinity University **ID cardholders** and authorised visitors / guests only. ID cardholders **MUST** carry them at all times and surrender their card, if requested to do so by AKLC staff. You are responsible for your ID card, and under no circumstances may it be lent to others.

1.7   Visiting lecturers, temporary staff, consultants and some casual staff must be given Associate IT accounts. Accounts for temporary users are appropriate when the University is providing a short-term service that involves minimal access or when temporary staff are fulfilling a short-term function for the University.

1.8   Holders of Associate IT accounts may access limited IT facilities in accordance with their approved Associate IT Account Application. The access will only be granted for the period of time recorded in this application or authorised extension. An Associate IT account must have a sponsor, who is a permanent member of staff responsible for their activities at the University. The sponsor takes responsibilities for the actions of the users holding an Associate in their name. See the Associate Accounts Policy for further details.

1.9   You must respect other users of the AKLC by refraining from smoking or creating excessive noise. Mobile phones must be switched to silent mode before entering the AKLC. They can be used to make or receive calls only within designated areas at the rear of the AKLC.

1.10   The consumption of cold food, cold drinks and hot drinks is permitted in all open areas of the AKLC, in Group Study Rooms, in study carrels and in the Silent Zones, in accordance with the "Policy on Eating and Drinking in the Andrew Kean Learning Centre (AKLC)".

i)   Alcoholic drinks are not permitted in any part of the AKLC.
ii) The consumption of hot food is only permitted in the entrance foyer and ground floor café area of the AKLC.
iii) The consumption of hot and cold food and hot drinks is not permitted in any of the teaching rooms of the AKLC.
iv) All waste must be placed in the appropriate recycling or waste bins, located on each floor of the AKLC.
v)   Drinks must be kept in containers with screw tops or lids to avoid spillages.

1.11   All users are expected to conduct themselves in a quiet, orderly manner at all times. Users are asked to note the designated Silent and Group Study zones and use these appropriately. This is an environment where we ask everyone to respect the needs of others and behave in a way that makes this a positive study environment. In the event of any disruptive behaviour, Library staff are required to manage the facilities and we ask in advance for you to adhere to any advice or requests they may make. In extreme circumstances, this could include you being asked to leave the building by a member of security staff.

1.12   AKLC users must observe and comply with all information notices within the centre.

1.13   You must not use Leeds Trinity University facilities to threaten, intimidate, defame or otherwise harass any person or organisation.

1.14   Cameras may not be used in the AKLC without the permission of the Director of Library and Learning Resources.

1.15   You must not alter, disrupt, or damage AKLC facilities and resources.

1.16   In all cases Leeds Trinity University business, including academic work, will have priority over use of AKLC facilities for any other purpose. Users who are using

facilities for recreational purposes will be expected to vacate the desk/equipment if asked to do so by someone wishing to carry out academic work or other Leeds Trinity University business.

1.17 Leeds Trinity University accepts no responsibility for loss, theft, or damage of personal belongings left anywhere within the AKLC at any time.

1.18   All members of AKLC staff are authorised to inspect any items in the possession of users leaving the building.

2.0 IT Services

2.1   As a current registered student, apprentice, member of staff, authorised guest or salaried officer of the Leeds Trinity Students' Union, you are entitled to use Leeds Trinity University IT systems for University or personal work. No charge is normally made, provided that you are either an employee of Leeds Trinity University or a student registered for a course, or that the work is for a project supported by Leeds Trinity University. However, certain facilities (such as printing and photocopying) will be chargeable at the current cost rates.

2.2   Registered users of Leeds Trinity University facilities must NOT divulge details of their passwords to anybody for any reason, nor allow anybody to access Leeds Trinity University facilities in their name. If users believe that their username and password has been compromised, this must be reported to the IT Services Helpdesk. If you need to leave a PC unattended, you must lock the computer so to protect your personal information and IT account details. However, if you are leaving a PC in the Learning Centre, Group Study Rooms or IT lab unattended for more than 15 minutes, you must log off so that others have the opportunity to use that facility.

2.3   IT Services reserves the right to disclose any email addresses and other account information subject to the approval of the Academic Registrar or designate in compliance with the current version of the Data Protection Act.

2.4   In the teaching and learning areas you may connect your own computer, tablet or phone to the University network only via authorised wireless access points.

You must not attempt to connect any other equipment to the network without express permission from the Head of IT Services or designate.

2.5   The network in the onsite student residences accommodation is provided by Wifinity. You may use the wireless or wired network in these areas under the terms and conditions on the Wifinity Terms of Use webpage: https://wifinity.co.uk/Terms-of-Use

2.6   As a registered Leeds Trinity University IT and library user, you are responsible and accountable for all actions taken through your account including infringements of criminal and/or civil law.

2.7   As a user of the JANET computer network, provided and operated by JISC, you will comply with its Acceptable Use Policy. This is available on the JISC community website at: https://community.jisc.ac.uk/library/acceptable-use-policy

2.8   All users agree to conform to the requirements of the Data Protection Act, which regulates the storage of personal information. Before storing any such information, you must notify the Academic Registrar. It is your responsibility to ensure that any such information complies with the law.

2.9   You must not try to gain unauthorised access to, or do anything which might cause harm or loss of connectivity of any sort to any computer system anywhere, or to any of the programs or information on any system. You must not allow harm to occur by your negligence (the term 'harm' includes any kind of damage or any kind of unauthorised access or alteration).

2.10   If you are reasonably requested to do so, you must justify your use of the system. You must explain (in confidence, if necessary) what you are doing, and how and why you are doing it. If requested, you must provide your Leeds Trinity University ID card and proof of your identity. You must make any reasonable changes requested by IT Services and comply with any reasonable restrictions placed upon you by IT Services.

2.11   You are prohibited from using or installing software that has not been authorised by the Head of IT Services or designate. You must comply with all

regulations covering the use of software, whether those regulations are made by law, by the producer of the software, by Leeds Trinity University or by any other legitimate authority. If you have any doubts, contact the Head of IT Services. Unless you have permission from IT Services you must not copy software, share it or make it available to anyone else.

2.12   You must not access, create, store or transmit any content which is obscene, offensive, libellous, pornographic or content that might be subject to the provisions of the Counter-Terrorism and Security Act 2015. If a serious offence occurs Leeds Trinity University reserves the right to refer the matter to the police. If you are required to access, create, store or transmit such content for lawful purposes such as academic research, then authorisation should first be sought from the Head of Department and the University Ethics Committee. Following approval, the Head of IT Services must be notified.

2.13   Internet use is monitored, controlled and restricted to ensure compliance with the AUP, the Computer Misuse Act and the operational and usage requirements of JISC, and to prioritise usage for academic purposes.

2.14   In accordance with best practice guidance regarding the protection of children and vulnerable adults Leeds Trinity University reserves the right to notify professional bodies of breach of conduct in relation to offensive material should such breaches lead to termination of employment or termination of a student's programme. In all cases Leeds Trinity University reserves the right to refer the matter to the police.

2.15   It is your responsibility to ensure that all of your data is saved. You can do this by saving your files in the My Documents folder when on-campus or in OneDrive for Business. Daily backups of these areas are taken for disaster recovery purposes. It is your responsibility to ensure that you keep the backups of data you require. All old data from inactive user computer accounts will be permanently removed as part of housekeeping procedures.

2.16   Whilst every reasonable endeavour is made to ensure that the IT systems are available as scheduled and function correctly, no liability can be accepted by Leeds Trinity University for any data loss or delay as a result of any equipment malfunction.

2.17   Whilst every reasonable endeavour is made to ensure the integrity and security of information held on computer media, no liability can be accepted as a result of data being lost, corrupted or inappropriately accessed.

2.18   Related IT Policies:

- Mobile Device and Remote Working Policy.
- Access Control Policy.
- Password Usage and Management Policy.

3.0 Library

3.1   Your Leeds Trinity University ID card allows you to borrow items from the Library. Lost cards should be reported immediately to the ID Office, who will issue a replacement. A fee may be payable.

3.2   No book or other item from the Library collections may be removed from the AKLC or kept in a locker unless the item has been issued on your Library account.

3.3   You must always show your Leeds Trinity University ID card when borrowing any item. Under no circumstances may you borrow for another person. **At all times, books issued against your card will be regarded as your responsibility.**

3.4   It is your responsibility to return or renew all materials by the due date. A book return box is available outside the Library to allow items to be returned when the AKLC is closed.

3.5   Fines will be charged for overdue items. Users with fines in excess of £5 will not be permitted to borrow or renew further until the items are returned or renewed or the fines are paid.

3.6   Library correspondence, including overdue notices, will be emailed to you. To avoid fines you should check your email regularly. However, all notices are issued as a courtesy and NOT guaranteed. It remains your responsibility to ensure your books are renewed or returned by the due date. Failure to receive a courtesy notice does not constitute sufficient reason for allowing items to become overdue.

3.7   Students or apprentices with outstanding overdue book loans or fines on their account who fail to respond after the issue of three overdue notices will be issued with a formal statement of outstanding library debt including our lost book charges.

3.8   If items are returned within four weeks of the formal statement of debt or replaced by the most recent edition of the book in an as new condition, then fines indicated on the statement will be reduced by 50% and the replacement charges will be waived. There are standard charges for lost or damaged AKLC items.

4.0 Copyright

4.1   All copyright laws and the terms of any suppliers' licence agreement must be observed at all times. Further information relating to the Copyright Licensing Agency, Newspaper Licensing Agency, Educational Recording Agency, Ordnance Survey, Federation Against Copyright Theft (FACT) and Federation Against Software Theft (FAST) can be found at the websites of these organisations. Information and guidance on copyright is available via the Library website, All forms of unauthorised media duplication are a criminal offence and are expressly forbidden.

4.2   If you purchase, rent, borrow, download etc image, music, data or any other licensable materials, you must comply with their copyright terms and conditions of use at all times.

5.0 Sanctions

5.1   If you do not comply with the terms of the Acceptable Use Policy (AUP), any or all of the following sanctions can be applied immediately to you:

i)   Loss of access to Library & IT resources.

ii)   Removal from the Andrew Keen Learning Centre (AKLC) by security staff.

iii)   Escalation through Leeds Trinity University disciplinary procedures.