

CIS registration: Personal

Please return this form to:
IT Service Desk, Bill Bryson Library,
Stockton Road, Durham, DH1 3LY

Please complete the following in BLOCK CAPITALS		
Title:	Surname:	Telephone:
Forename(s) in full		Date of birth:
Address		Male / Female: please circle
Postcode:		
Personal email address		
Department / School / College		
Status (Please complete one section)		
Fees paid staff	Start date	Expire date
Emeritus Professor	Start date	Expire date
Retired staff	Start date	Expire date
Visiting Academic	Start date	Expire date
Temporary	Start date	Expire date
Services (please tick all required)		
<input type="checkbox"/>	MDS	<input type="checkbox"/> Other - please specify
I confirm that the information given above is correct. I support the application by the above named for access to computing facilities.		
Name		Signature
Department/College		Date
How would you like to receive your username and password?		
<input type="checkbox"/>	To secure pigeon hole(staff only)	
<input type="checkbox"/>	Collect from IT Service desk (Please bring proof of identity)	
University regulations for use of IT facilities The University has approved a policy and regulations governing the use of all computing facilities within the University. In addition the CIS has local regulations governing the use of its own facilities. These are available online on the CIS web pages and from the IT Service Desk. A summary of key points are printed on the reverse of this form and on the letter which tells you your username and password.		Online directory The online directory contains an entry for staff and students of the University who are registered computer users. Each person's entry contains their name, department, job/role, course, email address and internal telephone number. The directory can be accessed by anyone who has access to a computer.
Agreement		
I agree that my use of University IT facilities will be in accordance with the Regulations for the use of University IT facilities.		
I agree to my details (as described above) being published in the online directory.		
Signature		Date

For CIS use		
Accepted by	Date	Inc No.

When using any University IT facility you are bound by the University's IT Regulations. A summary of key points is given below. You should read the full regulations, available at <https://www.dur.ac.uk/cis/policy/regulations/>. (This summary does not form part of the regulations). Note that the regulations still apply when you are using your own equipment to access the internet or any online services over the University network.

Do...

- Use the IT facilities to carry out your academic work and other normal University activity.
- Comply with the law, and with all applicable regulations and policies.
- Comply with the terms and conditions of any licences or end user agreements for any software or services that you use.
- Take measures to ensure the security of any IT equipment you use.
- Make sure you log off or lock any IT equipment you are using before leaving it unattended.
- Safeguard personal or commercially valuable information.
- Act with consideration for others when using University IT Facilities.
- Report any problems or incidents promptly, including any breach of regulations.

Don't...

- Use the IT Facilities for any commercial purpose without authorisation.
- Allow anyone else to use your IT credentials (username and password), or attempt to obtain or use anyone else's.
- Put the institution's IT facilities at risk, for example by
 - deliberately misusing, corrupting or breaking any IT services, equipment or software
 - visiting websites or opening attachments likely to introduce malware
 - attempting to disable security measures.
- Allow unauthorised users to access University IT Facilities.
- Make use of copyright material without permission or infringe the intellectual property rights of others.
- Access, create, download or circulate any material likely to cause offence or break the law. This includes pornographic material; it also includes material which may be subject to UK counter-terrorism legislation.
- Waste IT resources.
- Interfere with others' legitimate use of IT Facilities.
- Act in a way that is likely to bring the University into disrepute.

Please contact the IT Service Desk (itservicedesk@durham.ac.uk / 0191 3341515) if you have any questions regarding the regulations or use of University IT; or if you need to report a problem or incident.

Please note that Durham University reserves the right to monitor and record the use of its IT Facilities as specified in the regulations.

Please note that breaches of the regulations will be taken seriously and may result in disciplinary action.