Acceptable use of Birkbeck's IT Workstation rooms

These regulations have been designed to help the shared use of Birkbeck's workstation rooms.

1. Those rooms are primarily used for teaching.

2. Students are encouraged to use the Library or the Student Lounge at Malet Street.

3. The rooms are kept locked, but students can ask the Customer Services staff at the reception desks of Birkbeck buildings if a room is available.

4. You must not eat in workstation rooms.

5. You should always log off before leaving a workstation.

6. You should not share your username and password with anyone else.

7. You should not install your own software on Birkbeck workstations.

8. You should avoid entering sensitive information onto a public computer and be aware of who is watching you and the screen.

9. You must not run programs and applications if you don't know what they are or where they have come from; nor run word processor or spreadsheet macros if you don't know what they are for. You should not edit documents you have downloaded from the internet unless you are sure of their content.

10. You should not tamper with the equipment.

11. You must abide by [Birkbeck IT regulations](#).

You can contact the [User Services team](#) on 020 3926 3456.