

Birkbeck, University of London

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**Acceptable Use of ITS Workstation Rooms**

In our annual surveys, users regularly comment on the unacceptable behaviour of some workstation room users, we would like to remind you of what is regarded as acceptable behaviour. The rules given here are based on common sense, normal social behaviour expected of mature adults, and respect for other members of the College - both Students and Staff.

1. Workstations can only be used for official College work.
2. Always check the timetables before entering a workstation room.
3. Teaching of academic classes has priority; Students must leave promptly when asked to do so by a lecturer as class time is limited.
4. If you are using a room where a class is taking place then avoid any noisy activity such as printing or fast typing.
5. If you are consulting with someone, talk briefly and quietly.
6. Mobile phones must be switched off or set to silent.
7. If you bring personal property into workstation rooms this is at your own risk. Keep valuable possessions with you at all times. Items may be removed if left unattended.
8. Eating and drinking in workstation rooms is not allowed.
9. All rubbish must be put in the bins provided.
10. Never give your username and password to anyone else.
11. Never install your own software or data on the hard drives of the PCs.
12. Always logout before leaving a workstation.
13. You may not reserve a PC in a workstation room under any circumstances.
14. Do not use more than one workstation during busy periods.
15. Do not plug personal equipment into the power or network sockets.
16. Do not tamper with the equipment, windows or cooling system.
17. Report any faults to ITS on x6320 or x6543.

Users should familiarise themselves with the [College Computing Regulations](http://www.bbk.ac.uk/hr/policies_services/policies_az/computing_regulations) , which along with other regulations (such as the [JANET Acceptable Use Policy](http://www.ja.net/documents/publications/policy/aup.pdf) ) govern use of the facilities. Please contact IT Service Desk if you need a printed copy.

Anyone found to be acting in such a way that they contravene these rules or Regulations is liable to have their account suspended.