

## Code of Conduct for Computer Users

### What you may use the University's computer equipment for

- Computers are provided for academic purposes or for University business. There is no objection to your making reasonable use for personal purposes such as electronic mail or preparing CVs, providing you observe the code of conduct.
- Don't waste materials, or waste time on the computers to the detriment of others.
- Don't send offensive, or unsolicited junk, or nuisance mail. Also remember mail might accidentally reach somebody for whom it was not intended.
- Your use must be lawful, honest and decent, and must have regard to the rights and sensitivities of other people. This means that any use that is obscene or with the intent of annoying or offending somebody else is forbidden.
- Don't use University computers for commercial gain.

### Respect the computer labs

- Please treat computer equipment with respect - it is there for your benefit.
- Please be considerate of other computer users - avoid excessive noise or other nuisance.
- No eating, drinking or smoking in laboratories.
- Don't run your own software on University machines or load software on to the computers' hard drives unless you have explicit permission to do so.
- Don't delete, disable, remove or tamper with any hardware or software provided by the University.
- Equipment should not be unplugged. In particular, unplugging a network connection to plug your personal PC into the network is strictly forbidden.
- If you have problems connecting peripheral devices such as USB hard drives to machines, contact Gagnasmiđjan; they will tell you if and how such devices may be connected.

### Look After Your Usernames and Passwords

- All students and staff are entitled to register to use the PC network. When you register you will receive a username and password.
- It's **your** responsibility to keep your username secure. **Never** allow anyone else access to it.
- **Keep your password secret**; don't use your name, your partner's name, your car registration or anything else that someone might guess. If you have to write it down, disguise it. Change your password regularly. If you think someone might have watched you typing it in, change it immediately.
- It's safer to use a different password for every computer username allocated to you.
- Don't leave a logged-in session unattended, even for a moment.
- Make sure you **log out** when you finish using the computer.
- **Never** use anyone else's account, with or without their permission.