

ACME Network Usage Policy

Bernard Lineham, 6th March 2007

Appropriate Use of the Network

The accounts for Internet usage are generally apportioned on a geographical basis on campus, with the usage for Buildings 17-20 and parts of 21 being paid for by ACME. It is important that all Internet users in the school be aware of the need to use the Internet responsibly, in particular users should:

- Not download large amounts of material that is not for University-related purposes.
- Advise the ACME ISG of any large work-related Internet download at least 1 working day prior to the download taking place.
- Ensure that all software installed on ACME computers is appropriately licensed and is not in breach of any copyright.
- Use the School's virus scanning services and ensure that the anti-virus software is kept up to date. (ISG can assist with this and all standard Windows PCs are configured to do this automatically via an internal service.)
- Ensure that the computer Operating System is kept up to date with security patches. (ISG can assist with this and all standard Windows PCs are configured to do this automatically via an internal service.)

Be aware that when downloading from the Internet, we pay approximately \$70 per GB for Internet traffic. The ISG has been tasked by the Head of School to actively track which machines are downloading data. In serious cases we can even be called upon to use the network logs to determine what the data consists of.

In regard to what constitutes a "large download", you only need to provide advice if your total downloads in a day may exceed 100MB. By way of guidance, we have found that users only browsing the Internet (as opposed to downloading) rarely exceed 20MB per day. The accounting system we have that bills the school for Internet usage, uses a per-day charging window.

There is no wish to stop users from downloading material in support of their teaching and research interests. However, downloading large amounts of material that is not for university-related purposes is not permitted. You should also be aware that streaming audio or video (e.g. watching video footage online) can generate a lot of traffic in a very short space of time on our high-speed network.

If you need to download large amounts of material, you are required to let the ISG know before the download takes place. The ISG can then ensure that the item is obtained in the most efficient way. We can check to see if it is already available on the campus network, and where other users may want the same item, we can place it on the campus network to avoid it being downloaded more than once.

Users are also reminded of the Policy on "The Internet and Music" released by the Rector in 2003. A revised copy of that policy is included here.

Software, Music and Video Over the Internet

Students and staff may have seen media reports of an increased vigilance on the part of the entertainment industry to seek to control music video and software piracy in universities. Students in the US have been sued, as have some universities, for copyright infringement arising from music piracy. Entertainment and software companies are also targeting universities in the UK and Australia.

The University provides students and staff with access to computer systems and facilities for *academic and administrative purposes*. Individuals who are found to be using the University's systems to engage in conduct which infringes copyright - including uploading and downloading files without the permission of the owner of copyright - are exposing themselves and the University to legal action, and will be subject to disciplinary action.

Students are also reminded that under the University's *Rules Relating to Student Use of Computing and Electronic Communications Facilities*, copyright infringement by students will be treated as student misconduct.

The web is **not** a copyright-free zone. Do not assume that you are entitled to download everything you can access on the web. Some material may be on the web without the copyright owner's permission.

Do not assume that because you can locate a music, video or software file through peer to peer services such as Napster, Kazaa, Gnutella, eMule or BitTorrent that you can download, copy or transfer it, even for personal use.

Do not without the explicit **written** permission of the owner of copyright:

- Post music, video or other media files to University websites
- Transfer music, video, software or other files to friends and family via University email
- Burn music or other files to CD's
- Use peer to peer file sharing services to download or upload files

Do not use University equipment or the computer networks to download, redistribute or copy unauthorized files.

As you may be aware, there are some websites that offer - with the copyright owner's permission - MP3, AVI, WMV, WMA and MPG files or other media formats for free download. The University's computers and network should not be used for this purpose. If you want to download or transfer music for any non-academic purpose, this should be done privately, and not on a University-owned computer or through the University's computer network.