



QUEEN'S  
UNIVERSITY  
BELFAST

INFORMATION  
SERVICES

A young woman with long dark hair, wearing a white cable-knit sweater, is smiling warmly at the camera. She is sitting at a desk with a computer monitor visible to her left. Her hands are resting on some papers on the desk.

**STUDENT  
COMPUTING  
AT QUEEN'S**  
ACCEPTABLE USE GUIDE

## What's it about?

As a student at Queen's you are entitled to use a wide range of computing resources and services such as the PCs in the Student Computing Areas (SCAs) and Libraries, Queen's Online and your Queen's email account. You can also use your own mobile device to connect to our wireless network and you may have access to other computer facilities within your School or the Students' Union. This guide provides information and outlines your key responsibilities when using any of the computing facilities or services provided by Queen's. To read the Computer Resources - Acceptable Use Policy and the other IT policies in full, please visit <http://go.qub.ac.uk/itpolicies>

## Accessing our services

- By accessing our services, you are agreeing to abide by our IT policies
- NEVER allow someone else to use your Smart Card or to login using your password—any activity on your account is YOUR responsibility
- You must only login using your own username and password— never attempt to gain unauthorised access to facilities or services
- You must use your Queen's email account for University business—remember to check your account regularly

## Monitoring and privacy

- The University reserves the right to monitor the use of computer resources and online services in order to maintain efficient operations and detect misuse
- The source and destination of emails may be logged but not the content
- Internet activity, including sites visited, may also be logged and can be traced to individual computers/accounts
- Every effort is made to ensure the privacy of your data, including emails and files stored on our systems, however no absolute guarantee of privacy can be given

### Personal use

While the PCs in the SCAs are provided primarily to help you with your studies, reasonable personal use is permitted. However, please don't 'reserve' PCs or use them for personal browsing or playing games during busy periods.



## Your responsibilities

- In addition to the University's IT policies, you must comply with all applicable laws and the JANET Acceptable Use Policy (<http://go.qub.ac.uk/itpolicies>)
- In particular, you must not create, store, transmit or display unlawful material or material likely to cause offence, such as material of a racist, sexist, homophobic, sectarian or sexually explicit nature
- Always respect copyright legislation
- If you need to access or process personal information as part of your research or studies, you must adhere to the University's Data Protection Policy—your supervisor/advisor will be able to offer you further guidance
- Postgraduate research students and students employed by the University should also refer to the Staff Computing at Queen's - Acceptable Use Guide <http://go.qub.ac.uk/itpolicies>
- Any breach of our IT policies may result in disciplinary proceedings or your account being suspended!

### How do I report a security threat or breach of the IT policies?

You can report any security incidents or breaches of IT policies to the IT Service Desk (02890 973760) or by emailing [abuse@qub.ac.uk](mailto:abuse@qub.ac.uk)

## Considerate computing

We want our SCAs and study areas to be pleasant working environments for all our students and staff. You can do your bit by:

- Not eating near the PCs - use drinks with secure tops only
- Logging out when you take a break to allow someone else to use the PC
- Keeping noise to a minimum - use earphones for audio or book a group study room if you need to work as part of a group
- Respecting equipment, using recycling bins and leaving study areas as you would like to find them



## Bring your own device (BYOD)

For instructions on connecting to our wireless network visit:

<https://www.qub.ac.uk/directorates/InformationServices/Services/WiFi/> Remember our IT policies still apply when you are using your own device to access/use Queen's

resources and you are responsible for any activity on your device while it is connected to our network!

## Where can I get help or advice on using the computing facilities at Queen's?

If you have a question about the facilities in the SCAs or connecting to the wireless network, ask one of the Computer Assistants or contact the Computer Helpdesk—click the Getting Help and Advice link at [qub.ac.uk/student](http://qub.ac.uk/student)

For queries about School-based computer facilities, contact your School Computing Officer.

## Where can I save my work?

All students have secure personal storage on OneDrive in the Office 365 Cloud. You can access OneDrive from any device, share your files and synchronise OneDrive with your laptop or home PC. Students also have personal space on the Queen's Q: Drive which they can use on campus. Make sure you save your work before you log out.

## Make sure you use social media responsibly and with respect for others!

University Conduct Regulations apply to online as well as offline behaviour!

See the Social Media Policy for Students

([www.qub.ac.uk/home/social-media](http://www.qub.ac.uk/home/social-media))

for advice on using social media at Queen's.



## Version Control

Version	Author	Purpose/Change	Date
1.0	Chris Linton - Data Security Manager	Published version	17/09/2018
1.1	James Vincent – Cyber Security Manager	Updated contact email. Updated links. Removed USB devices advice. Replaced 'Where Can I save my work' content	02/11/2023