IT User Policy - Faculty of Philosophy

The Faculty largely relies on the University Information Services (UIS) rules and guidelines for responsible use of computer equipment which includes use of the Internet, Cambridge University Data Network (CUDN), email, data and web content.

All staff, academic visitors and students are provided with the UIS rules when CRSids, Exchange Online email, Raven and DS accounts details are allocated. The rules can be found on the UIS web site at: https://help.uis.cam.ac.uk/isc-rules

Supplementary Faculty Induction Guidance

In addition to the above UIS rules staff, researchers, visitors and graduate students are advised by Faculty staff at induction on the responsible use of Faculty IT equipment as follows:

- Choose strong and memorable passwords - for further advice see: https://help.uis.cam.ac.uk/service/accounts-passwords
- Keep your username/passwords secure
- Never share your account
- Remember to logout after each session
- For desktop computers, keep your own file backups (see file storage options https://help.uis.cam.ac.uk/service/data-storage)
- Health & Safety issues whilst working with display screen equipment

Supplementary Faculty workstation & network procedures

- All workstation access via the Faculty network will be provided on a password protected basis.
- Workstation access to the network will be managed by the IT Officer who will allocate IP addresses and configure network devices.
- Users will not be permitted to connect their own equipment to the Faculty data network.
- Users will be able to use their own equipment to connect to the Eduroam wireless networks authenticated by Raven account/password.
- All software will be installed/monitored onto Faculty workstations by the IT Officer. Access to software media and control of licences will be managed by the IT Officer in order to comply with software copyright terms and conditions.
- Desktop workstations will be regularly updated with software fixes and virus checking software.
- Users are required to hand in University cards and keys when they leave.