

Subject: Student Code of Conduct for IT Facilities

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This document is issued and controlled by the Quality Manager. Approval for changes may only be given by the Director or in his/her absence, a nominee appointed by the Director. This is a controlled electronic document, is subject to updates and must not be copied.

All the computers in the Computer Labs and the Library have been installed for your academic benefit. The computer labs are not designed as an entertainment area so students may not download music or video files, nor may they install computer games or other personal software or change any of the computer settings.

Comprehensive policies govern usage of IT facilities (including computing facilities, email and the Internet) at Middlesex University. For more information see:

<https://unihub.mdx.ac.uk/student-life/important-documents/policies>

In addition to the university-wide policy, the Dubai campus has additional regulations appropriate for the local environment. These can be accessed electronically at

<https://www.mdx.ac.ae/studentservices/facilities/it-facilities/it-rules-and-regulations>

At all times, students must also ensure full compliance with the laws of the United Arab Emirates (UAE). This includes the regulatory framework of the Dubai Government's Knowledge and Human Development Authority (KHDA), Dubai Development Authority (DDA) and all other applicable federal or Emirate-level laws.

All students must adhere to the following regulations:

- Please note that students must be in possession of a valid Middlesex University ID card at all times and produce it if asked by any member of university staff (including Security Officers).
- You should not use any other person's computer account (even with the owner's permission). Do not disclose your own or attempt to discover any other computer user's password.
- Copying or transferring any computer software and hardware provided by Middlesex is not permitted under any circumstances.
- Computer facilities should not be used to violate the terms of any software license agreement, or copyright provisions.
- Do not copy, rename, change, examine or delete files or information belonging to some other user or to the University.

- Do not attempt to modify system facilities, illegally obtain extra resources, degrade the performance of any system, or attempt to subvert the restrictions associated with any computer system, computer account, network service or micro-computer software protection.
- Instant messaging such as MSN Messenger and Yahoo! Messenger and gaming are restricted on the lab computers.
- It is **strictly forbidden** to disconnect any computer cables (network, mouse, keyboard, monitor, power) from the library / computer lab computers and from the power supply (both monitor and computer power supply cables). **Do NOT unplug the network cable from the university computers.**
- **The University Student Network is being monitored by a proxy machine** which prevents the download of music and videos due to international copyright laws. KaZaA, Limewire, Gnutella and other P2P network applications are blocked (banned). Voice over IP telephone applications are blocked in accordance with the UAE Telecommunication Regulatory Authority (TRA) laws. Web sites which are banned or otherwise deemed offensive to the local culture and traditions by the TRA are also banned. All computer users should primarily use the computers provided by the University to access academic material.
- All the University computers run the **Deep Freeze** software. Restarting the computer makes it go back to the original state meaning that work saved anywhere except your Home Drive (G drive in My Computer) or My Documents, personal flash disks or personal CDs or DVDs (You can also e-mail your work to your private e-mails or UK e-mail accounts) will be lost. Lecturers are well informed about the Deep Freeze software therefore students cannot use it as an excuse for any lost work (especially on the day of submittal).
- The download and installation of malicious software is forbidden.
- There are security cameras in the library and computer labs. However, please make sure that all your belongings are not left unattended. The University is not responsible for any loss or damage to student (or anyone else's) personal belongings.
- No food or beverages are allowed in the library or the computer labs. **Smoking in the labs is strictly prohibited.** Skating, running and similar activities are prohibited for safety reasons. Noise in general should be kept to a minimum. Please respect those studying within the same area.
- The University equipment should not be used to harass or intimidate other users. Tampering with network security is strictly forbidden and might lead to expulsion.
- The University equipment should not be used for any illegal activities. Copying/Downloading/Sharing/Playing pirated media is strictly forbidden.

- Chat software such as MSN Messenger and Yahoo! Messenger are blocked due to using large amounts of bandwidth.
- Mobile Phones are not allowed in the library or the computer labs.

All those in breach of the above regulations will be asked to leave the computer lab and/or the library and/or the University premises. Additionally, their I.D. cards will be confiscated and they will be referred to the disciplinary committee.