

# StudyZone Acceptable Use Policy

This StudyZone Acceptable Use Policy outlines the terms of use and expectations of all staff and students of Roehampton University and its associated institutions in regards to the University's Virtual Learning Environment (VLE) StudyZone. Roehampton University staff and students are granted access to StudyZone in order to facilitate academic, research and University-related activities. By logging into StudyZone, users agree to abide by all relevant University policies and procedures as well as all current and relevant UK laws. Failure to comply with such policies and guidelines could result in loss of privileges and, where noncompliance results in violation of the law, criminal and/or civil liability.

## Acceptable Use

Staff and students of Roehampton University may use StudyZone in the course of their University-related activities to facilitate learning, research, administration and academic communication. StudyZone can provide access to resources on and off campus, as well as the ability to communicate with other users for academic purposes. Such open access is a privilege and requires that individual users act responsibly and respect the rights of other users

## Prohibited Use

Prohibited uses of StudyZone at Roehampton University include those which infringe another's right to privacy; adversely affect the Roehampton user community; violate UK laws (including copyright, harassment and data protection); violate Roehampton University policies; or behaviour that contravenes terms of Roehampton University's software licences. Examples of prohibited uses include, but are not limited to:

- the creation or transmission of any offensive, obscene or indecent images, data or other material;
- the creation or transmission of material which is designed to or likely to cause annoyance, inconvenience or needless anxiety;
- the transmission of unsolicited commercial or advertising material;
- the obtaining, storage, use or transmission of material that infringes the copyright of another person or commercial entity;
- the use of StudyZone for personal financial gain or commercial purposes (unless approved by the University);
- attempts to undermine the security or integrity of computing systems or networks or attempts to gain unauthorised access;
- unauthorised use of another's username and password to access the system or the use of any program or device to intercept or decode passwords or access control information;
- unauthorised reading, copying, or modification of files/mail of another person;
- intentional damage or disruption to computing systems/networks or the intentional creation and/or distribution of viruses;
- the wasting of staff effort or network resources;
- the corruption or destruction of other users' data; and
- the violation of the privacy of other users.

Users are responsible for their activities on StudyZone and for the content of their personal communications. They are also responsible for the appropriate protection and non-disclosure of their user name and password. If a user's account details and password are compromised it is the responsibility of the user to inform the

StudyZone Administrator immediately.

**Additional Resources**

- JANET Acceptable Use Policy  
<http://www.ja.net/services/publications/policy/aup.pdf>
- Copyright Guidelines  
<http://studentzone.roehampton.ac.uk/library/copyright/copyrightwhat.html>
- Data Protection Policy  
<http://www.roehampton.ac.uk/employoliciesandprocedures/docs/data.doc>

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