

Software Installation Request

Complete all sections of the form – incomplete forms cannot be processed and will be returned.

This form should not be used to request software transfers – these should be logged with the Help Desk.

Please contact the Help Desk on x5435 if you have any queries about your request, or see the Computing Services webpages for details of available software and prices.

Personal Details

First Names:

Last Name:

Department / Course:

Contact No.:

Room No.:

Software Details

Software requested:

Version*:

Licence type: New licence Renewal (SPSS only)

* NB for Microsoft Office requests you must also specify either Standard or Professional

Machine Details

Operating System: Win98 WinXP WinVista Mac

Does the machine have a CD drive? Yes No

Is the machine connected to the network? Yes No

Charging Details

SGUL Account Code to be debited:

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NB Backup CDs and installations on home machines are only available by special arrangement. Please email enquiries regarding CDs and home installations to software@sgul.ac.uk

Total:

£

Signature:

Date:

For Computing Services Use Only

Job Log No.:

Cash / Cheque payment received by:

Receipt issued:

Yes

No

CONDITIONS OF USE

1. ACCEPTABLE USE OF THE NETWORK AND THE INTERNET

- a) ⁴The Medical School network and JANET (Joint Academic Network) are maintained to support teaching, learning and research. A User Organisation may use JANET for the purpose of interworking with other User Organisations, and with organisations attached to networks which are reachable via interworking agreements operated by * UKERNA. All use of JANET is subject to payment of the appropriate charges in force during the period of service. Any provision of service must be authorised in advance.
- b) Subject to the following paragraphs, JANET may be used for any legal activity that is in furtherance of the aims and policies of the Medical School.

2. UNACCEPTABLE USE OF THE NETWORK AND INTERNET

The Medical School network and JANET may not be used for any of the following:

1. The creation or transmission (other than for properly supervised and lawful research purposes) of any data offensive, obscene or indecent images data or other material, or any data capable of being resolved into obscene or indecent images or material.
2. The creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.
3. The creation or transmission of defamatory material.
4. The transmission of material such that this infringes the copyright of another person.
5. The transmission of unsolicited commercial or advertising material either to other User Organisations, or to organisations connected to other networks.
6. Deliberate unauthorised access to facilities or services accessible via JANET.
7. Deliberate activities with any of the following characteristics:
 - a) Wasting staff effort or networked resources, including time on end systems accessible via JANET and the effort of staff involved in the support of those systems.
 - b) Corrupting or destroying others user's data.
 - c) Violating the privacy of other users.
 - d) Disrupting the work of other users.
 - e) Using JANET in a way that denies service to other users (for example deliberate or reckless overloading of access links or of switching equipment) .
 - f) Continuing to use an item of networking software or hardware after UKERNA has requested that use cease because it is causing disruption to the correct functioning of JANET.
 - g) Other misuse of JANET or networked resources, such as the introduction of "VIRUSES".
8. Where JANET is being used to access another network, any abuse of the acceptable use policy of that network will be regarded as unacceptable use of JANET.

3. OTHER CONDITIONS OF USE

3.1 The User is required to respect the copyright of all materials and software made available by Computing Services and by the third parties. This requirement is laid out in the COPYRIGHT ACT 1956 which together with the COPYRIGHT (COMPUTER SOFTWARE) AMENDMENT ACT 1985 makes it an offence for users to copy copyright materials including software without the permission of the owner of the copyright.

3.2 The User is required to familiarise him/herself with and undertake not to act in breach of any requirement of the DATA PROTECTION ACT 1984, which provides for registration and protection of personal data (i.e. that which relates to an identifiable living individual). Students must not construct or maintain computer files of personal data without express authority of an appropriate member of staff, who will be responsible for making the student aware of the Act's requirements. Information concerning registration under the Act is available from the Medical School's Data Protection Officer, The School Secretary.

3.3 Use of information services within the School should be consistent with the School's policy concerning the abuse of computing facilities. The School's disciplinary procedures will be invoked against students and members of staff who carry out activities prohibited under the Abuse of Computing Facilities Policy.

3.4 Use of information services within the School must comply with the School's Information Security Policy.

3.5 Under this application no work of a commercial nature or for personal financial reward may be performed using the facilities provided by the Computing Services Department.

3.6 PC network settings can only be configured and modified by Computing Services.

3.7 No external data communication lines are to be connected to the Medical School network without prior consultation with, and approval by, the Computing Services Department.

3.8 No servers (of any kind) or network devices are to be attached to the Medical School network without prior consultation with, and approval by, the Computing Services Department.

3.9 Users (staff and students) shall be responsible for ensuring their email and other central storage areas are kept within quota and, thereby, for ensuring important information pertaining to the functioning of the Medical School and its associated courses can be delivered.

DISCLAIMER

- a) Any facility (including software) provided by Computing Services is used entirely at the risk of the User.
- b) Computing Services will not be liable for any loss, damage or inconvenience arising directly or indirectly from the use of any computing facility.
- c) Computing Services takes appropriate measures against unauthorised access to or alteration, disclosure or destruction of personal data, and against accidental loss or destruction of data. However, Computing Services does not operate high security systems and gives no warranties or undertakings to the User about the security or confidentiality of data, personal or other.

**ANY BREACH OF THESE CONDITIONS OF USE WILL BE CONSIDERED AS SERIOUS MISCONDUCT.
COMPUTING SERVICES RESERVES THE RIGHT TO WITHDRAW PERMISSION TO ACCESS THE NETWORK,
COMPUTING SERVICES AND ITS FACILITIES IN THE EVENT OF ANY ABUSE BY THE USER.**