

# University of Oxford - Department of Statistics New Computer Account Request Form

Created by S. R. Hutchinson/S. A. Woltering Wednesday 7 March 2018 Version 3.0

The Chief Administrator (or other delegated authority) must sign the **authorisation** section at the end of the form before the IT Officers are permitted to set up the account. If you agree to abide by both the rules listed overleaf and the Oxford University Computing Regulations then sign and date the form and leave it in a Computing Officer's pigeon hole. Your account will be set up **within 3 working days**.

The accuracy of the information is vital. If names are spelled wrongly then on-line details are likely to be wrong too. **Please complete all sections. Missing information will delay the set up of your new account.**

<b>Section 1: Personal Details (Applicant)</b>	
Title: <input style="width: 50px;" type="text"/>	Last name: <input style="width: 200px;" type="text"/>
Arrival: <input style="width: 50px;" type="text"/>	Departure: <input style="width: 50px;" type="text"/>
First Names: <input style="width: 150px;" type="text"/>	College: <input style="width: 150px;" type="text"/>
<i>(If applicable)</i>	
<b>Section 2: Status (Applicant)</b>	
Have you had an account in the Department before? <input type="radio"/> Yes <input type="radio"/> No	
<b>What is your current status?</b> <i>This refers to your status during your time in the Statistics Department, not at your originating University or Department.</i>	
<b>1. Statistics Staff</b>	
<input type="radio"/> Academic	<input type="radio"/> Post-doctorate
<input type="radio"/> Administrative or Computing support	
<b>2. Registered Statistics Students</b>	
<input type="radio"/> Post-graduate	<input type="radio"/> Undergraduate
<input type="radio"/> "Pool" student*	
* Non-Departmental students other than Maths 4 <sup>th</sup> year undergraduates must tick "Pool".	
<b>3. Visitors</b>	
<input type="radio"/> Project student	<input type="radio"/> Academic Visitor
<input type="radio"/> Research Collaborator	
Supervisor or sponsor: <input style="width: 550px;" type="text"/>	
Please give your email address: <input style="width: 550px;" type="text"/>	
If none of these apply please give details.	
OTHER: <input style="width: 750px;" type="text"/>	
<b>Section 3: Data Protection (Applicant)</b>	
I permit my email details to be made available on the World Wide Web: <input type="radio"/> Yes <input type="radio"/> No	
<b>Section 4: Agreement (Applicant)</b>	
<b>I agree to be bound by the rules overleaf and the University Regulations which I have read. I wish to apply for a computer account within the Department of Statistics.</b>	
Signed: <input style="width: 450px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>
<b>Section 5: Location and aliases (Administrator)</b>	
<input type="radio"/> floor_g	<input type="radio"/> floor_1
<input type="radio"/> floor_2	<input type="radio"/> floor_3
Department Telephone Number: <input style="width: 150px;" type="text"/>	Room Number: <input style="width: 100px;" type="text"/>
Aliases: <input style="width: 700px;" type="text"/>	
Authorised: <input style="width: 450px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>

## Regulations for use of Computing Facilities in the Department of Statistics

The computer network of the Department of Statistics is provided for the use of staff and students in the course of their work for the Department. It should not be used for recreational or other purposes. All use is subject to University regulations, which can be found at: <http://www.admin.ox.ac.uk/statutes/regulations/196052.shtml>.

Note that these rules may change from time to time. The following additional conditions apply to the use of equipment and network connections in the Department (regardless of ownership), and take precedence over or act in addition to the general University regulations.

1. The Department's computing equipment may be used only by users who have registered with the Computing Manager or have his/her consent or the consent of their delegated representative.
2. Users may not share their passwords or accounts with anyone else for any reason whatsoever.
3. No equipment may be connected to the Departmental network without the consent of the Computing Officers.
4. The Computing Officers have the right to inspect any machine or file system in the Department in the course of their work, but have a duty to respect the privacy of those who are working within University and Departmental regulations. A Computing Officer may assume that he or she has permission for such an inspection from anyone using computing equipment within the Department, whether or not such permission has been given explicitly, in the event of a suspected breach of network security or breaking of the law. In other cases permission should be sought by the dataowner or the Head of Department.
5. Use of the Departmental equipment and network connections is permitted for:
  1. Academic work for the University or a College.
  2. Teaching for the University or a College.
  3. Administrative work for the Department or University.
6. Limited use for other purposes is permitted providing that it makes minimal demands on the Departmental filestores, network connections, or Computing Officer's time. This includes, for example, sending and receiving personal email, retrieving information from the Internet for non-Academic purposes, and administrative work for Colleges and outside bodies, provided that others are not excluded from using shared facilities as a result. Any such activities that are likely to make heavy demands on the system must have the consent of the Computing Officers. Certain activities fall clearly outside the boundaries of permitted use. In particular, Departmental equipment and network connections may not be used for (this list is not exhaustive):
  1. Games.
  2. Commercial purposes.
  3. Running newsgroups or distribution services without the consent of the Computing Manager.
  4. Accessing or distributing pornography or other offensive material.
  5. Sending offensive email.
  6. Excessive use of printing facilities.
  7. Any other purpose that is likely to bring the Department or the University into disrepute or to cause distress.
7. Users may not install or run unlicensed material on computers in the Department. The Computing Officers are instructed to remove or otherwise disable any unlicensed material without warning on any computer, regardless of ownership. Computers may not be left unattended in a state that would allow unauthorised access to the network. It is not acceptable to leave a shared computers locked for more than 30 minutes, unless by prior agreement.
8. All users must take all reasonable steps to ensure that their actions compromise neither network nor physical security of the Departmental system and equipment.
9. The Computing Officers may close accounts or withdraw permission to use equipment in the Department at any time for good reason (subject to appeal to the Head of Department). In particular, they are instructed to take such action without notice in response to serious violations of Departmental or University regulations or the law.
10. Although the Computing Officers will try to ensure that the system is operational at all times and that files are regularly backed up, the Department will not accept responsibility for any failure of the system or any loss of data.
11. Users must read the *Message of the Day* whenever they log on should there be one, and must follow any instructions given in it or posted elsewhere by Computing Officers.
12. Smoking, eating and drinking is forbidden whilst working at any Department computer.
13. The Department has several Compute Facilities for varying use. Some of these are owned under specific research grants and others have dedicated priorities for specific use. Violation of these priorities may result in Computing Officers terminating processes without warning or aggressively renicing processes. Information on Compute Servers use and their priorities can be found on the Departmental website or at the request of Computing Staff.
14. All equipment, hardware, software, or other IT purchases made from either Departmental funds (including PRAs) are for business use only and are owned by the Department.
15. All equipment, hardware, software, or other IT purchases made from project funds (including internal project funding) are for business use only and are owned by the Research Organization (i.e., the University). Following the end of the project, the University retains ownership (in most cases; some exceptions apply in which the funder reclaims the equipment), but the equipment should be used, where possible, for research purposes going forward. Hence, the Department retains ownership.
16. Upon the end of a research grant, equipment must be returned to the Department.
17. Upon the end of a fixed-term contract; resignation or retirement; transfer to another Department; or any other circumstances in which a member of staff leaves the Department, all equipment must be returned to the Department prior to departure.