

## Information Technology Facilities Agreement & Conditions of Use

This is a simplified summary of the most important points covered by the National Film and Television School's **IT Acceptable Use Policy**.

IT facilities include equipment, software and network. These conditions apply to all IT users who are required to abide by these conditions. Users who contravene any of these conditions could face serious consequences which will be subject to disciplinary procedures.

As a student of the NFTS I agree to adhere to the School's IT Acceptable Use Policy and this summary, below:

1. I may only use those School IT resources for which I have permission.
2. School IT resources are provided solely for the purposes of education, research, teaching and administration. I will observe warnings about the inappropriate use of limited resources for non-teaching purposes (such as game playing and Internet Radio). I understand that any other work requires written permission from the appropriate Head of Department.
3. School IT facilities must not be used for private or unauthorised services, including but not limited to offensive material, pornography and harassment.
4. I agree to abide by the NFTS Information Technology Regulations and by any conditions of use imposed by administrators of any external IT facilities not administered by the School.
5. I am aware of the **Computer Misuse Act 1990** which makes it an offence to obtain an unauthorised access to a computer. I also agree not to disclose to others my password or provide unauthorised access to others or disrupt any School or external IT facilities.
6. I am aware of or agree to make myself aware of the **Copyright, Designs and Patent Act 1988** which makes it an offence to copy and distribute illegal copies of software or data.
7. I agree not to use School IT facilities to hold or process personal data on individuals except in accordance with the provision of the **Data Protection Act 2018**.
8. I shall not access extremism-related or security-sensitive material on the World Wide Web, except for the purposes of legitimate academic research, and then only with the prior written consent of the Registrar, in accordance with the procedure described in the Student Information Handbook.
9. I agree to comply with any NFTS contractual obligations relating to the use of software, data and hardware. This requires my full cooperation with the software, data and hardware audits. I will inform my department about any purchase of software or hardware and will make it available for inspection by relevant personnel.
10. The School accepts no responsibility for the malfunctioning of any computing facility, loss of data or the failure of any security mechanism. The School cannot guarantee the security of user data, and therefore will not be responsible for any inaccuracies, damages or losses due to the use of School or external facilities.
11. These conditions are subject to change at any time.

Signature .....

Date .....

Name .....