**Computer Use Code of Practice**

Department of Electronic and Electrical Engineering,

University College London

The following rules and codes of practice apply to all staff, visitors and students no matter where they are working using UCL computer hardware, software and services; this includes working outside of the department i.e. at home.

The rules must be enforced and anyone observing infringements of these rules must endeavour to report the offending person system support at the earliest opportunity provided this does not result in any danger to themselves.

1) Always ensure that you sit on a seat which will not topple over and can be adjusted for correct posture.

2) The computer screen should be at eye level and not to close to the person using it leaving plenty of room for a keyboard, mouse and any other peripherals.

3) If you use a computer before 9 am or after 5.30 pm, Monday to Friday or at the weekend or when the department is shut you must arrange for someone to check on you every 15 minutes to ensure that you are well.

4) Take regular breaks to avoid eye strain and RSI. If your eyes feel sore after prolonged usage be sure to see an optician to have them checked. If you require glasses or contact lenses to focus on the screen wear them. If the screen is too bright and making your eyes sore due to prolonged usage be sure to turn down the brightness or install an Filter\Polariser to the screen. The polarising action will improve the contrast.

5) Try not to use the computer if the sun is reflecting from the screen as this will reduce the contrast and will tire your eyes. Shade the screen or the window so that the sun's rays do not fall onto the screen or move the computer screen so that this is so.

6) Do not rest any cups of beverages on any part of the computer. If they spill, not only will they damage the computer and your data maybe lost, but also split liquids may cause electrocution to you.

7) If you have to open the computer to plug in devices or boards contact computer support. Do not attempt to install any hardware yourself doing so may damage the computer and you maybe electrocuted should you fail to unplug the computer. Remember even if the computer is off you can still receive a nasty shock from the charge stored in the capacitors of the power supply.

8) Never attempt to install viruses and/or hacking tools onto any computer. The punishment will be severe and may result in you losing your job or being expelled.

9) You must ensure that the latest versions of anti-virus software is installed and operational at all times while the computer is on.

10) No games of any kind must be played on the computers UCL computers are for academic use not personal use or entertainment.

11) Behave in a responsible manner and use common sense at all times. For example, do not place the computer on an unstable surface might fall. Do not use any computer when intoxicated.

12) Log off and Shut down the computer properly before turning off the power

13) Never install software for which the Department does not have a license or illegal cracked software. If you find any already installed inform System Support.

14) You cannot use software licensed to UCL for your own personal external work, for external companies, friends or anyone else.

15) Any attempts at hacking of computer systems internal or external is NOT permitted. The punishment will be severe and may result in you losing your job or being expelled.

16) Do not store passwords on a computer system. If names/addresses/phone numbers are stored on your system you must inform, the head of department and the departmental computer manager in writing stating on which computer and discs this information is stored. The Data Protection Act governs storage of such information and you must make yourself familiar with it.

17) When toner is empty in the departmental laser printers inform system support to replace the toner. If the paper is getting low you can fill the tray with paper obtained from the 7th floor copy room.

18) It is best practice to back up all of your data. On your network drive data is automatically backed up regularly to a server. Any data stored on the computers local disk i.e. Hard drive is Not backed up and you are advised to backup this yourself regularly onto external devices i.e. DVD\Memory sticks\External Hard disk\etc. Any confidential data must be stored in a secure location and inform the departmental computer manager.

19) If the computer is shared between several people do not leave the computer locked or inaccessible; give everyone a fair share of use of the computer.

20) If you experience any pain, especially in your hands or wrists, you must stop immediately and seek a first aider. Do not try to continue working though pain. This is not being responsible. Please report this to your supervisor and if the pain continues seek medical help from a doctor. If you continue to work when your body is warning you to stop you may develop repetitive strain injuries or tenosynovitis which is a permanent disability.

24) Follow the advice given by UCL safety site

<http://www.ucl.ac.uk/estates/safetynet/faqs/>

and at the heath and safety executive (HSE)

<http://www.hse.gov.uk/msd/dse/>

Updated by Andrew Moss – December 2015