Mathematical Institute
IT Facilities Application Form
Revision: 4.0

To apply for a IT account in the Mathematical Institute, complete the following personal information and read both the rules overleaf and the Oxford University computing regulations. If you agree to abide by both sets of rules, sign and date the form.

Previous accounts *(All applicants)*

Have you had a computer account at the Institute before? *(Tick one)*   Yes ☐   No ☐

If yes, what was your account username?: ....

Status *(All applicants)* *(Tick only one)*

Academic Faculty ☐	Affiliate Faculty ☐	Affiliate Researcher ☐	Teaching Staff ☐
Emeritus ☐	Research Fellow ☐	Postgrad (DPhil) ☐	Postgrad (MSc) ☐
Support Staff ☐	Postdoc ☐	Undergraduate ☐	Visiting Student ☐
Visiting Professor/Researcher/Lecturer ☐	Academic Visitor ☐		

Course information *(Undergraduate applicants only)*

College Tutor: ....   Year of matriculation: ....

College Tutor Signature:

Personal details *(All applicants)*

Title: ....   Forenames: ....   Surname: ....

Date course/project/contract/visit ends: ....   College: ....
(Where applicable)

Main supervisor/sponsor/collaborator: *(If status not academic faculty):* ....

Data protection *(All applicants)*

The information given on this form will be used to create the necessary personal details required for your account. This information will be accessible to other Institute computer account holders. You may also choose to make your contact information available on the departmental web pages. *(Please tick either Yes or No).*

I permit my contact information to be published on the World Wide Web: Yes: ☐   No: ☐

Declaration *(All applicants)*

I agree to be bound by the rules overleaf and the University Regulations which I have read.

Signed: Date:

Approval and Office Access (to be completed by relevant admin staff only)

Grant card access to office (based on confirmed office allocation only):

Details in preceding boxes above checked and confirmed correct.

Signed: Date:

Regulations for use of IT facilities in the Mathematical Institute Revision: 1.8

The Mathematical Institute's computer network is provided for the use of staff and students in the course of their work for the Department.

All use is subject to University regulations, which can be found at

`http://www.it.ox.ac.uk/rules`

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 the general University regulations.

1. The Institute's computing equipment may be used only by users who have registered with the Head of ICT or have his consent.

2. Users may not share their passwords or accounts with anyone else.

3. No equipment may be connected to the Institute 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 his work, but has the duty to respect the privacy of those who are working within University and departmental regulations. A Computing Officer may assume that he has permission for such an inspection from anyone using computing equipment within the Institute, whether or not such permission has been given explicitly.

5. Use of the Institute equipment and network connections is permitted for:

   (a) Academic work for the University or a college.

   (b) Teaching for the University or a college.

   (c) Administrative work for the department, faculty or University.

   Limited use for other purposes is permitted providing that it makes minimal demands on the Institute's 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 Head of ICT. Certain activities fall clearly outside the boundaries of permitted use. In particular, Institute equipment and network connections may not be used for (this list is not exhaustive):

   (a) commercial purposes;

   (b) running newsgroups or distribution services without the consent of the Head of ICT;

   (c) accessing or distributing pornography or other offensive material;

   (d) sending offensive email;

   (e) any other purpose that is likely to bring the Department or the University into disrepute or to cause distress.

6. 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.

7. Terminals may not be left unattended in a state that would allow unauthorised access to the network. It is not acceptable to leave a public terminal locked for more than 15 minutes.

8. All users must take all reasonable steps to ensure that their actions compromise neither network nor physical security of the Institute system and equipment.

9. The Computing Officers may close accounts or withdraw permission to use equipment in the Institute at any time for good reason (subject to appeal to the Head of ICT). In particular, they are instructed to take such action without notice in response to serious violation of departmental or University regulations.

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 Institute will not accept responsibility for any failure of the system or any loss of data.

11. Authenticated departmental web services may use cookies either for essential or feature specific functionality as well as to allow the department to analysis site statistics. By accepting a departmental account a user is giving consent that such cookies may be used although the department endeavours only to the use cookies for the benefit of the user and to improve the service provided. Where a product support explicitly offering the user the option to consent to the use of cookies such explicit case by case consent will be sought.

Individuals should also see the IT notices and policies for further related information at

`http://www.maths.ox.ac.uk/members/it/it-notices-policies`