Computer Cluster Regulations

The University Public Computing Clusters have been provided to allow staff and students to pursue their academic needs at the University of Manchester. Further information, locations and opening times of the Public Computing Clusters can be found at:

http://www.manchester.ac.uk/itservices/pcclusters/

GENERAL REGULATIONS

Use of computing facilities generally within the University is subject to University General Regulations that can be found at (article XV is specific to computing):

http://www.manchester.ac.uk/medialibrary/governance/generalregulations.pdf

Breaches of the above Regulations may result in your access to computing facilities being temporarily removed, or a fine being imposed, at the discretion of the Director of IT Services. Persistent or repeated breaches could result in a permanent ban. Serious offences that are also breaches of the criminal law will be reported to the Police.

You should make yourself aware of the contents of all these policies and how they affect the use of IT facilities and electronic resources.

CLUSTER SPECIFIC REGULATIONS

The following supplementary regulations apply to ALL the Public Computing Clusters. In the University Libraries, there are Library regulations that should also be followed. Where there are any differences between these regulations and the Library regulations, **the Library regulations should be followed when you use the clusters in the Library.**

If you are instructed to leave a cluster by an authorised person, due to **emergency evacuation, fire alarm or drill** etc. then you must leave **AT ONCE**. Any refusal to do so will result in you receiving a temporary ban from all the University Public Computing clusters.

The cluster is provided for academic use only:

- o Do not search for, download or display images or other material which may be offensive to other users, or may be considered obscene or against UK Law
- o Do not use, or attempt to gain access to, computing resources that you are not authorised to use
- o Do not allow anyone else to use your user id, or give your password to anyone else. You are responsible for all activities under your user id
- o Do not install any software on any cluster PC without the permission of the cluster support staff
- o Do not modify any programs or system files on cluster PCs
- o Do not play games on the PCs
- o Whilst use of chat lines and email for purposes of academic study may be justified, social use of such facilities is **strictly forbidden** during busy periods when other users require use of the computers. Please be considerate.
- o Do not plug your laptop into the University power or network points unless notices specifically allow it.

Failure to observe the above rules will result in you being asked to leave the Cluster, and your access to Public Clusters may be suspended pending investigation. Details of the alleged offence will be recorded and passed to the Director of IT Services. He, or his nominated Officer will investigate, as set out in University disciplinary procedures, and if the offence is proved a penalty will be imposed which may range from a formal warning to exclusion from computing facilities and, in particularly serious cases, expulsion from the University.

To provide an appropriate working environment within the University Public Computing clusters, the following regulations also apply.

Be considerate to other users

Keep conversation and other noise to a minimum. Unless otherwise specified, each PC is for the use of one person only

Do not use mobile phones in the cluster. Ensure that your phone is set to vibrate or silent; go outside the cluster to answer it

If you listen to music while you work, keep the noise from headphones to a minimum

Do not block passageways with bags, coats or other belongings. Place them under the tables

Do not leave your PC logged in and unattended. The PC will automatically log you out after 30 minutes if your screen is locked.

Help keep the cluster tidy

Do not eat or drink in the cluster, bottled water may be taken into the cluster but the bottles should be kept under the tables

Do not move furniture around. Leave chairs in their appropriate places

Dispose of unwanted printouts in nearby recycling bins

Leave other people's printouts in a tidy pile

To prevent theft, look after your belongings, and please remove them when you leave

Anyone found to be in breach of the above rules will be asked to leave the cluster. Refusal to do so will lead to your access to the University Public Computing clusters being temporarily removed and may result in University disciplinary procedures being invoked. Persistent or repeated breaches could result in a permanent ban.

OTHER GUIDELINES

Help keep the cluster working efficiently

Report any non-functioning PCs to the cluster support staff, the physical service desk in the Library or by calling 65544 from a University telephone. Cluster PCs are numbered; use this number to identify the faulty machines

Report printer problems such as lack of paper, paper jams or low toner problems to cluster support staff, the physical service desk in the Library or by calling 65544 from a University telephone.

Leave PCs under repair alone, so that they can be restored as quickly as possible. Only login if the PC has the standard 'Black Login screen'

Help yourself to work efficiently

Save your work on a regular basis. Don't rely on any application's recovery mechanisms

Take regular breaks. Go outside for fresh air or food and drink. Remember to log out first though.

Don't rely solely on memory sticks to store your work. Learn to save work on your **P:** Drive. Learn to make several copies of important work. Use http://pdrives.manchester.ac.uk

Read any guides or notices in the cluster. They provide up-to-date information on common issues

UNIVERSITY PUBLIC COMPUTING – CLUSTER LOCATIONS	
George Kenyon (24 hours)	Joule Library
Owens Park (23 hours)	Precinct Library
The University of Manchester Library	Simon Building 6th Floor
Alan Gilbert Learning Commons	

More information on where you can obtain support can be found at:
http://www.manchester.ac.uk/itservices/contacts/