1. Introduction
The purpose of the policy is to assist contractors in clarifying their duties and responsibilities with regard to using the IT and WiFi resources available at the University of Leeds.

It is recognised that wireless networking can offer benefits to both the University and external contractors in ensuring effective communications and delivering services. However, the features of this service are provided at the discretion of the University. All contractors are expected to practice responsible computing and to adhere to the requirements for acceptable use set out in this policy when accessing University of Leeds WiFi service. The University wireless network is called ‘eduroam’ (Secure Wireless Network): http://iss.leeds.ac.uk/info/277/wireless_network

2. Procedure for Contractors / Guests
The first step for a contractor is to contact their appropriate project sponsor within the Facilities Directorate (FD) Service to establish account requirements. The sponsor will need to request for an ‘Application for a Computer Username Form’ (the ‘yellow form’) which needs to be completed and signed by the contractor. Any supporting information (reason for the application, name of sponsor etc) needs to be highlighted in the ‘Statement for Justification’ box on the form. Once complete the sponsor should hand the form over to the Estates & Campus Support Services (E&CSS) IT Team to be countersigned by the nominated IT User Rep who in turn will forward the completed form to ISS Sysadmin department for account creation. The entire process cycle for the issuing of a username/password can take 4-5 days.

- The ‘Sponsor’ is the person responsible for employing the Contractor(s) in undertaking their project work on-site.
- The online web version of the yellow form will Not be accepted for Contractors.
- Before filling in the yellow form, the sponsor should ensure that their contractor has read and understood the university’s Use of Computer Systems Policy.
- Contractor Applications can Only be countersigned by an E&CSS IT Team User Rep.
- E&CSS IT has provision for allocating accounts for very short term use also; Eg. 5 days or less. Again completion of the yellow form is also required.
- If a Contractor no longer requires their login account or is about to leave the organisation, that person must inform their Sponsor who in turn will contact the E&CSS IT Team for the cancellation of that account and/or request for a new account to be created for a new member.
- If an account remains dormant for at least 3 months or more that account will be lapsed.
- By signing the yellow form you agree to the terms and conditions as described both in this document and to the university computer usage guidelines.

3. WiFi Acceptable Use Policy
Please read the service definition carefully to ensure that you understand the usage policy and service.
Facilities Directorate

- Users of the University of Leeds WiFi service must have an FD Service Sponsor before access can be granted.
- Accounts will be enabled for a fixed period at the time they are created. The account period length can vary (from 1 day to 4 weeks or 4-12 months) subject to contractor and project requirements but shall not exceed 12 months at which time it will expire. The account can then be extended for a further agreed period if required subject to approval by their sponsor.
- Login Accounts (usernames/password) shall not be shared. You are responsible for all activity conducted under your user name. You are expected to take reasonable precautions to prevent unauthorized and/or abusive use by other individuals. Additional login accounts can be created by submission of a completed yellow form.
- The user must refrain from visiting, downloading or transmitting from sites that are deemed inappropriate or offensive, pornographic, or that contain material of an obscene nature. Any user who inadvertently accesses an inappropriate Internet site must immediately close the session or return to the previous page.
- Usage of WiFi is entirely at the risk of the account holder. As such, we strongly recommend that the laptop has up-to-date anti-virus and all security updates applied before using the service. Infected computers will be disconnected from the network.
- Violation of this policy will result in suspension of computer and WiFi use privileges and disciplinary action taken.
- Use of the University of Leeds Wireless Network is subject to University usage policy:
  - http://iss.leeds.ac.uk/info/362/policies/760/use_of_computer_systems_policy/3

4. Network Security Monitoring

The WiFi network connection may be subject to monitoring, with cause, for security, legal, or troubleshooting purposes. The University of Leeds reserves the right to monitor Wi-Fi activity, filter content, and otherwise control or prohibit usage. Please read the terms and conditions for details by following the above links.

5. Policy Updates

Due to the dynamic nature of technology and the Internet, the University of Leeds Computer, Internet and WiFi Acceptable Use policy is subject to change.

To be completed by the Contractor:

Please sign & return both documents (this & the yellow form) to the E&CSS IT Team via your Sponsor. Copies of both documents will be returned to you for your future reference.

By signing the form, I, the named visitor to Leeds University, agree to abide by all university policies, including the above, which I have read and agree to:

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