# ICS USER REGISTRATION FORM

*Please print legibly. Incomplete and illegible forms will not be processed. Account creation will be completed within 24 working hours. NB: Completed forms will ONLY be accepted by attaching the form to a Heat Log via Heat Self Service. Go to [http://icsfaultlogging.ukzn.ac.za](http://icsfaultlogging.ukzn.ac.za) to attach the form.*

### *TO BE COMPLETED BY THE EMPLOYEE:*

| Staff Number | Title | First Name | Surname | ID/Passport Number |
|---|---|---|---|---|
| | | | | |
| Cell Number | Ext | Please Note that you will receive your password via an sms | | |
| | | | | |

### *Please tick the appropriate box below*

| Permanent Staff | Visitor | Post-Doctoral Scholar | Honorary Appointee | Contract Staff |
|---|---|---|---|---|
| | | | | |
| If you are a contract staff please specify end date | | | Is your account a Renewal? Please tick below | |
| | | | Yes ☐     No ☐ | |
| Please complete all the details below, blank forms will not be processed | | | | |
| Department | School | | College | Division |
| | | | | |
| Campus | Building | | Floor | Room Number |
| | | | | |
| Please provide us with Asset Number for your PC | | | | * |

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| For Office use only |
|---|
| User ID: _____     Email Address: _____ |
| Consultant: _____     Date: _____ |
| Heat Profile Created?     Yes ☐     No ☐ |

Pto/Declaration by User

## 1. Declaration by the User

I, the undersigned, do hereby declare that:

1.1 The above information is true and correct.
1.2 I will not permit any other User to use my USERID, nor will I use any other USERID without prior permission.
1.3 I will not access any other Users files without his/her permission.
1.4 I understand and accept the regulations governing the use of ICS resources.
1.5 I hereby indemnify and hold harmless the University, against all claims, losses, expenses and costs (including legal costs on an attorney/own client basis) which it may suffer, arising from the breach committed by me, of any of the regulations governing the use of the ICS resources on any University premises or any other statutory obligation or any omissions committed or omitted by me whilst using the University ICS resources which may give arise to liability on the University's part in law.
1.6 I hereby confirm that I am aware of the provisions of Section 6 of the Regulation of Interception of Communication and Provision of Communication-Related Information Act 70 of 2002 ("RICA") and my signature hereto constitutes my acknowledgement that I have been informed in advance that indirect communications transmitted by means of the University ICS resources may be intercepted in terms of Section 6 of RICA.

Signature of Head of Department: _____      Signature of Incumbent: _____

Name (Please print) _____      Name (Please print) _____

## 2. Regulations governing the use of ICS resources

For the purposes of these regulations the following terms shall bear the meaning assigned thereto:-

"ICS resources" shall mean all computing and communication equipment, software, services or data used in connection with information technology, which is owned by, leased by or used under license by the University;

"User/s" shall mean all employees employed by the University (including any post-graduate student currently registered and employed at the University) and any other visitor, independent contractor or any third party with authorised access to ICS resources;

"Illegal Content" shall mean any e-mail, web site and stored content on the ICS system, that contains any material that is unlawful or in violation of any rule, regulation or policy of the University or any law including, without limitation, pornographic, oppressive, racist, sexist or defamatory content against any User or third party, offensive to any group, in violation of a User or third party's right to privacy, identity or personality, or material which infringes any copyright held by the University or a third party.

The following regulations apply to all ICS resources at the University, wherever located, including privately owned or donated computing or communication equipment (including external hard disk drive or USB flash disks) which are connected to any ICS resource. It is the responsibility of the User to know and understand these regulations. These regulations are intended to safeguard the University's ICS resources for your continued benefit.

Breach of these regulations will be construed as a breach of the rules, regulations or policy of the University which may be applicable from time to time. Users acting in contravention of these regulations may subject to student or staff disciplinary procedures or prosecution under South African law.

2.1 When utilizing ICS resources Users must be in compliance with any rule, regulation or policy of the University or any legislation which may be applicable from time to time.
2.2 The rights and privacy of other Users must be respected. Other User's files may not be accessed or altered in any way.
2.3 Users may not, unless specifically authorised by ICS Management, attempt to deliberately gain access to ICS resources for which access is restricted. Users may only access those ICS resources which they have been specifically authorized to use.
2.4 Users are responsible for ICS resources under their control. Users must treat all ICS resources with due care and consideration.
2.5 No consumption of food or beverages is permitted at any computer equipment.
2.6 Users may not make use of ICS resources to access, view, copy, and store or distribute any Illegal Content.
2.7 All computer equipment must have the University approved antivirus software installed.
2.8 Users must exit and sign off from computer systems correctly.
2.9. ICS resources may only be used for official University purposes which include scholarly and professional as well as related business purposes.

2.10 ICS resources may not be utilized for private work unless permission of your HOD/HOS or line management has been provided.

2.11 The intellectual property rights (rights to copyright, patent, trade mark etc) to certain software which may be loaded on ICS resources are owned by third parties and licensed to the University for use by its Users. Therefore, Users may not copy any software or other files from ICS resources without prior written permission.

2.12 Only official University or approved software may be used on the University computers. Permission must be obtained from ICS Management if any non-standard or unofficial software is to be loaded, developed or executed.

2.13 No software may be loaded, developed or executed on University computers that attempt to access or alter the network time server or other equipment.

2.14 Users may not interfere or tamper with computer equipment, software configurations and any data files other than that permitted by the terms and conditions of his/her employment.

2.15 No equipment may be removed from University premises unless such removal has been duly authorized by the applicable line manager and is in compliance with the applicable procedural requirement/s.

2.16 No equipment may be altered or adapted in any way without the express written permission from ICS Management.