

Conditions of connection of external parties to the university network, or university hosted systems and services

This document outlines the conditions for the connection of external parties to systems and services which are hosted by the University (regardless of ownership) or which reside on the University of Leeds network.

Any failure by an external party to fully comply with these conditions may result in connectivity being withdrawn.

Requirements

1. Access to the University network will only be granted to external parties for the maintenance of specific systems or services for which they are responsible, or to enable them to utilise or contribute to specific University services under specific agreement.
2. The University will restrict access to its network to the specific IP address(es) of the external parties' machine(s) wherever possible.
3. Each external party who is granted access to the University network is responsible for providing the IP address(es) of the machine(s) that they require to access the University network from, and for notifying the University of any subsequent changes to these.
4. Wherever possible the University will limit the ports that are accessible by external parties to those associated with the reason for access.
5. External parties must not access the University network for any purpose other than that/those for which they have been granted access, and only at times when such access is necessary for the intended purpose.
6. All software used by external parties when accessing the University of Leeds network or systems or services, or operating upon their own systems that are hosted at the University of Leeds, must comply fully with all licensing conditions.
7. Whilst accessing the University network external parties must not attempt to navigate to systems or services, or to areas of the network away from the system or services to which they have been given access.
8. Access to the University network, systems or services by external parties is restricted to the external parties' employees (or contracted staff working under a formal contract of employment) who are qualified and sufficiently competent to undertake the work.
9. Should an external party identify any perceived security risk or vulnerability on the University network or whilst accessing University systems or services they must not try to prove the weakness or exploit the vulnerability.
10. Any identified or perceived security risk or vulnerability that is stumbled upon must be reported to the correct University authority.
11. All external parties who are granted access to the University network, systems or services must maintain effective security of the computer(s) they use for such access and ensure that security patches and anti-virus software on them is fully up to date.
12. Data that is the intellectual property of the University of Leeds must not be copied, deleted, modified or removed by any third party without the express permission of the University of Leeds.

13. All access to the University of Leeds network or systems or services hosted upon it must be in accordance with the law and must comply fully with all legal requirements.
14. All usage of the University of Leeds network or systems or services hosted upon it must comply fully with the University's Acceptable Usage Policy.
15. The University of Leeds reserves the right to monitor and log all access to its network, systems or services (as allowed by law) by any external party at any time.
16. External parties must not install (or have installed) any peer to peer (P2P) software on machines connected to the University network without first obtaining University permission.
17. External parties must not use University resources for the promotion or enhancement of their systems or services without first obtaining formal University consent.
18. External parties must not undertake any activity that is detrimental to the performance of the University of Leeds network or systems or services attached to it.

I/We agree to these terms and conditions of connectivity to the University of Leeds network.

Signed: _____

Date: _____

Print Name: _____

On behalf of: _____
(Organisation)