

Name:

Guidelines for UCC Groups

Coke, door, ftpmaster, webmaster and wheel

If anyone has any concerns with any of the UCC groups or their members, please bring them to the committee. We will investigate and deal with the problem.

If a group member acts contrary to the UCC's interests they will be removed from the group. Further action may be taken if necessary.

General guidelines

We expect group members to show common sense, courtesy, honesty and responsibility. Please be helpful to people and encourage likewise. When your actions affect a UCC member, make sure they are informed.

Cooperate with, inform and support fellow members. Abide by rulings of the UCC committee. Strive to achieve and maintain a safe, healthy, productive environment for all UCC members.

Treat everyone fairly. Don't discriminate on grounds such as age, disability, gender, sexuality, race, religion or nationality.

Seek help where necessary. When advice is sought be impartial. Avoid conflicts of interest; if they arise declare them.

Responsibilities of coke group

To debit, credit or dispense from another person's count only with their permission. Please make sure the cash goes in the cash box on crediting their account. Please keep your coke balance positive.

Coke machine malfunctions should be dealt with promptly, and accounts refunded where appropriate. Email wheel if there are software problems, mark slots dead or empty and power cycle coke machine as required.

I agree to abide by the above guidelines:

Signature for joining coke group: Date (d/m/y):

Authorising committee signature:

Responsibilities of door group

Door group are responsible for what goes on in the room. Door group are the UCC's ambassadors, please make new members feel welcome - help them out if they need a terminal or are lost!

Ensure that equipment is not stolen or damaged, and reverse charge phone calls are not allowed. If someone misbehaves, ask them to stop, if necessary you have the power to remove them from the room. Please inform the UCC committee, so we can deal with it.

When leaving, make sure there is another door member in the room. If not, please close the UCC - ensuring that the door is locked. Please give other members sufficient time to leave.

The door must stay open when people are in the UCC, to prevent people being trapped in the room in an emergency. If there is a fire, extinguish it where safe to do so, and inform security. If in doubt, turn off the power to the second floor of Cameron Hall in the switch box by the main door to the second floor.

I agree to abide by the above guidelines:

Signature for joining door group: Date (d/m/y):

Authorising committee signature:

Responsibilities of ftpmasters and webmasters

Maintain the UCC ftp or web site, keeping them up to date, and ensuring that all software on the site is legal (e.g. not illegally indecent; not copyright, or we have permission to make it available). The web pages and ftp site should present a professional image.

Individual UCC members may style their ftp areas and web pages as they wish - except where material is illegal, copyright or defamatory. Where complaints are made, inspect the files or web page, then report back to committee with details and a suggested response.

I agree to abide by the above guidelines:

Signature for joining webmaster: Date (d/m/y):

Authorising committee signature:

Signature for joining ftpmaster: Date (d/m/y):

Authorising committee signature:

Responsibilities of wheel

To maintain the UCC machines, their integrity and confidentiality. Machines should have software configured in a consistent way for users.

Private information will only be accessed when necessary and only to the extent required to ensure security is not compromised.

Wheel members will inform users of computing matters which may affect them - such as conditions of acceptable use, sharing resources, maintenance of common resources and security, system monitoring, limitations of electronic media, and any relevant legal obligations.

Software and hardware will be regularly maintained. As far as possible, unauthorised access will be prevented.

Wheel members will continue to update and improve their technical skills - by training, study, and sharing of information with others.

Wheel members will improve their understanding of social and legal issues that arise in computing environment, communicating this where appropriate. Ensure that system policies and laws are consistent with ethical principles.

I agree to abide by the above guidelines and have read the SAGE-AU guidelines:

Signature for joining wheel: Date (d/m/y):

Authorising committee signature: