

# Terms and Conditions of Use

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## General

These guidelines should be used in conjunction with UCL's Computing Regulations and Policy on Electronic Mail which form part of the Information Security Policy (<https://www.ucl.ac.uk/informationsecurity/policy>).

- If you are a space owner, you are responsible for the content you create and for maintaining an active awareness of changes made to your wiki by those you have given permission to edit pages.
- No attempt should be made to pass off wiki content as being officially sanctioned by UCL without approval from the relevant head of department.
- It is recommended that members of departments check with their head before setting up a department-wide wiki.
- In accordance with the UCL Computing Regulations, you must not create, store, download or transmit material that is offensive, obscene or indecent. Such materials will always include, but at UCL's discretion may not be limited to, such materials as are deemed offensive, obscene or indecent under The Obscene Publications Act 1959, The Sex Discrimination Act 1975, The Race Relations Act 1976, The Protection of Children Act 1978, The Public Order Act 1986, and the Criminal Justice and Public Order Act 1994.
- You will not impersonate someone else, send messages which purport to come from someone else, or use a forged address (spoofing) , or adopt an inappropriate username.
- Information Systems and UCL reserve the right to cancel, suspend or remove a space, if it has been set up without the necessary authority.
- Information Systems and UCL have the right to remove, edit, move or close any wiki at any time should they see fit.
- Wiki users should not give anonymous write access to pages or comments. If such access is given, it is switched off automatically. Spaces persistently enabling such access will be removed.
- Spaces need to be reregistered each year. Spaces found to be dead or ownerless will first have most of their access rights removed and then they will be archived (in a .zip file).
- Failure to comply with the conditions in this document or UCL's Computing Regulations may lead to UCL disciplinary procedures being invoked, with penalties that include suspension from the use of all UCL computing facilities for extended periods. Serious cases may lead to expulsion or dismissal from UCL and may involve civil or criminal action being taken against you.

## Service Availability and Quality Expectations

The service is generally available for 24 hours a day, 7 days a week.

Notice of all outages will normally be put on the Service News section on the wiki homepage and on Service Desk News, except in case of emergencies. Although every effort is made to minimise disruption, outages due to other IS systems and network upgrades may limit service provision.

The Wiki is backed up on a nightly schedule, but there is no policy governing data retention or archiving, so it is advised not to use the wiki for assessed work, unless alternative provision is made for archiving content.

## Support

The wiki service is supported by the Information Services Division.

**Service problems:** Whenever significant system bugs which may affect the service to users are identified, these are posted on Service Desk News. Please check this page before raising an issue

**Support:** Support documentation is available on the wiki. Support queries should be directed to the [e-learning support form](#). Support is also available from the Learning Technology Support Service - LTSS ([www.ucl.ac.uk/ltss](http://www.ucl.ac.uk/ltss)) and the [Faculty Information Support Officers - FISOs](#).

**New Wiki Spaces:** [Requests for new wiki spaces](#) should be submitted via the appropriate form.

## Exclusions, Exceptions and Limitations

Wiki users should be aware that IS does not design or create content for the wiki. Nor is it responsible for the design of page structures within a space, although the Learning Technology Support Service can provide advice.

Wiki spaces should not occupy more than 100Mb of filespace. However, users may not upload individual files larger than 10MB. Users can obtain advice about how to deal with large files by contacting the Learning Technology Support Service - LTSS ([www.ucl.ac.uk/ltss](http://www.ucl.ac.uk/ltss)) or Faculty Information Support Officers - FISOs ([www.ucl.ac.uk/isd/staff/fiso](http://www.ucl.ac.uk/isd/staff/fiso)).

Wikis are collaborative by design, therefore wiki space owners must maintain an active awareness of the contents of the wiki space, and remain subscribed to the wiki space to monitor changes to pages. Wiki space owners should also be aware of Terms and Conditions of Use - Section 6  
Wiki spaces should not:

- replace parts of the UCL website or departmental websites. Contact your relevant head of department/division.
- be used for conducting entire blended or online courses., Please use UCL's VLE, Moodle.
- be used for publishing media files, please contact Media Services. Wiki spaces should not replace shared network drives.
- allow the anonymous creation of pages or comments.

## Flagging content

If you object to any content within a wiki space, notify the author of the content by e-mail, immediately. Please provide:

- Name of the wiki
- Name or location of the wiki page
- Title, author and date of the content or page

If you are not happy about how your complaint is handled, e-mail the owner of the space. If you are still unhappy, contact [Wiki Support](#). If you are still unhappy, e-mail [abuse@ucl.ac.uk](mailto:abuse@ucl.ac.uk). Objections will be considered and the materials will be removed as necessary.

## Copyright

Space owners and wiki users will not violate, plagiarise, or infringe on the rights of third parties including copyright, trademark, trade secret, privacy, personal, publicity, or proprietary rights. You also agree to post only materials to which you hold copyright or have the appropriate permission to distribute electronically. Space owners have the responsibility to ensure that all content in their spaces complies with the UCL copyright and IPR guidelines, as laid out on these pages <http://www.ucl.ac.uk/library/copyright>. Users of the wiki agree to the following statement (displayed on the UCL Wiki homepage) by adding content: "By contributing to this wiki, you are agreeing that your work will be used as UCL sees fit for educational and commercial purposes."

## [REQUEST A WIKI SPACE](#)