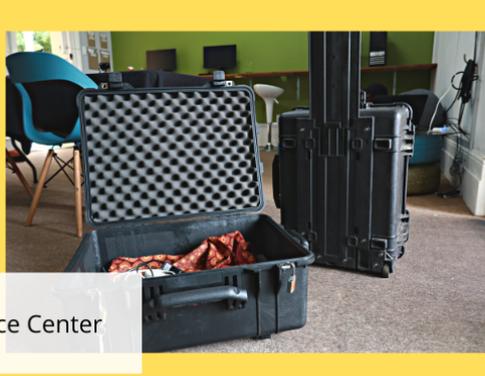




Social Innovation Hub Digital Resource Center



RUCE SOCIAL INNOVATION HUB DIGITAL RESOURCE LIBRARY

User Agreement

The terms of using the Social Innovation Hub's digital resource library are outlined in this document. Users must read and understand the terms for using the library before leasing equipment. Leasing the equipment acknowledges that you have read and accepted the terms of this agreement.

The user who has leased equipment from the Digital Resource Library will be held accountable to the terms stipulated in the agreement.

'Equipment' in this document refers to any item leased from the Digital Resource Library.

Equipment can be loaned for a total of 14 days every three months. To continue to use equipment for longer than this, an arrangement must be made with the lab managers.

Proposal for equipment lease

Proposal Form

Users must read and submit the proposal form before requesting/leasing equipment. The proposal must be submitted a minimum of two days before the requested date. Users must provide accurate and contactable contact and identity information and must inform the Social Innovation Hub immediately of any updates.

If we cannot reach you via the contact information provided after the due date has passed, a case will be opened with the South African Police Services immediately.

Equipment collections

Social Innovation Hub staff will respond to the proposal and arrange for you to lease the equipment from the Social Innovation Hub. Users must arrange to collect the equipment with the Social Innovation Hub staff and cannot arrive unscheduled.

Commercial Use

The Social Innovation Hub aims to support social innovators, educators, communities, and personal and social development of people. We support start-up of small and micro enterprises but cannot support solely for-profit enterprises.

Leasing equipment

General use of equipment

- do not leave equipment unattended in public or communal places
- do not eat or drink around or while using the equipment
- keep the equipment in its protective cover when it is not being used
- ensure equipment is charged
- do not leave young unsupervised children with devices
- remove all data and accessories from the equipment before returning
- do not twist, fold, bend or tamper with cables and cords
- remove cables like auxiliary cables or chargers from devices when moving it around or keeping it in a bag
- do not pull at cables and remove carefully from plugs and devices

Equipment returns

You may return equipment to Social Innovation Hub staff only. Any equipment returned to other staff at Community Engagement (including reception) will be considered breaking the agreement.

Equipment must be returned by the date stipulated in the user agreement.

A deposit will be required upon future leases if equipment is returned late on two occasions.

Security, damage, and deposit

Equipment in the Digital Resource Library is not insured, maintained, or replaced by Rhodes University.

Do not loan the equipment to anyone else not noted in the proposal. The user named on our records will be held accountable for the equipment leased.

In the worst-case scenario of theft or damage, users must inform the Social Innovation Hub as soon as possible. Do not attempt to repair the device or have it repaired.

Responsibility to contribute to the repair or replacement of equipment will depend on the nature of the situation.

Deposit

A deposit of R200 will be required upon future leases if equipment is returned damaged and/or late on multiple occasions. If the damage of the device exceeds R200, a deposit of half the cost of the device requested will be required.

Data and Accessories

Please note that all data stored on devices must be removed from the device before returning the device. Data will be cleared from devices upon return.

The Social Innovation Hub is not liable for any direct, indirect, incidental, special, exemplary, or consequential damages (including, but not limited to, loss of use or data or damage to external storage devices) arising in any way out of the use of this service, even if the user had been advised of the possibility of such damage.

Support

Users are encouraged to request a tutorial on the use of devices. The Hub is also able to advise on what equipment would be best suited for your project. Users must ensure that they adequately demonstrate how to use the equipment to the groups with whom they are engaging.

Acceptable Use Policy for Internet Access

Social Innovation Hub devices have access to Rhodes University internet facilities. To make use of the internet via SIH devices, or to make use of the Social Innovation Hub Hotspot and internet facilities, users must agree to Rhodes University's Acceptable Use Policy (AUP) for Public Network.

A user may agree to the AUP on behalf of their organisation. The AUP for Public Network for Rhodes University, last amended by the university in 2017 is as follows:

1. Rhodes University makes limited Internet access available to some schools, organisations, groups, conference delegates, workshop participants, and other temporary or transient visitors to its campus. This acceptable use policy governs the use of those parts of the University's network that are specifically designated as being for the use of such individuals or groups (the "Public Network"). Acceptance of this policy is a precondition of being granted access to such networks.
2. The majority of the University's telecommunications networks, computer laboratories, and other network and computing facilities are governed by a separate, more comprehensive Acceptable Use Policy. Acceptance of the full policy is one of the preconditions of being granted access to such facilities.
3. Access to the Public Network is limited to properly authorised individuals. Any attempt to gain unauthorised access to this network or any other Rhodes University network will be prosecuted to the full extent of the law.
4. Any username, password, or other access token that may be allocated to enable access to the Public Network is for the personal and exclusive use of the person or group to whom it is allocated. Divulging, sharing, or otherwise providing a third party with access to the Public Network is prohibited.
5. Acceptable uses of the Public Network include (and may be limited to):
 - a. sending and receiving email from your own email account via POP3, IMAP or SMTP on standard ports (110, 995, 143, 993, 465 and 587).

- b. browsing the web using standard ports (80, 443).
 - c. establishing a VPN connection to your home network (using IPSec, L2TP, OpenVPN, L2TP or SSTP).
6. Unacceptable uses of the Public Network include:
- a. any activity that, intentionally or unintentionally, would violate any law, by-law or regulation of the Republic of South Africa or any other relevant jurisdiction.
 - b. sending bulk or mass e-mail of any form, whether solicited or unsolicited.
 - c. any activity that, intentionally or unintentionally, results in excessive use of Internet bandwidth or other resources, or the denial of legitimate service to other users.
 - d. making any form of network service publicly available.
 - e. making use of peer-to-peer file sharing services.
 - f. sending an electronic communication where any part of the header information of that communication is forged or otherwise misrepresents the communication.
 - g. propagating, or attempting to propagate, whether through action or inaction, any virus, worm, Trojan horse, malware, spyware, or other malicious program or script.
 - h. any activity that circumvents, or attempts to circumvent, *bona fide* network restrictions, user authentication or the security of any host, network or account.
 - i. extending or modifying the Public Network in any way (including but not limited to the installation of hubs, switches, routers, wireless access points, or bridges).
 - j. any activity that may contravene the acceptable use policies of any of Rhodes University's upstream Internet service providers.
7. Exceptions to these acceptable and unacceptable uses must be authorised in advance and in writing by the Director: Information & Technology Services or his/her nominee.
8. Internet access provided via the Public Network may be throttled, rate-limited, proxied, or subject to other restrictions at the University's sole discretion.
9. Whilst the University endeavours to respect individuals' right to privacy, it reserves the right to monitor, record, or intercept any communication to, from, or via the Public Network in the event that it has any reason to believe that any part of this policy may have been breached.
10. The Public Network service is made available as-is and on a best-effort basis. No end-user support whatsoever is available or will be provided by the University.
11. In no event shall Rhodes University nor any of its representatives be liable for any direct, indirect, incidental, special, exemplary, or consequential damages (including, but not limited to, procurement of substitute goods or loss of use or data) however caused and on any theory of liability, whether in contract, strict liability, or tort (including negligence or otherwise) arising in any way out of the use of this service, even if advised of the possibility of such damage.

Thank you for your understanding, and for taking the required precautions to ensure the sustainability of our services for the public.

Please contact The Digital Resource Library Manager, Eric Maina at kamau757@gmail.com for further assistance.

For urgent queries not outlined in this document, you can contact the SIH Programme Coordinator, Thandiwe Matyobeni at t.matyobeni@ru.ac.za or 046 603 7227.