

# **User Rules**

(Status: 01.09.2013)

## **of the Universitätsrechenzentrum (University Computer Centre)**

## **of the Friedrich Schiller University Jena**

### **Preliminary Note**

In line with Paragraph 2 Section 10 of the Operation- and User Regulations for the data network of the Friedrich Schiller University Jena of 26th September 2005 the "Universitätsrechenzentrum" (URZ) / University Computer Centre issues the following User Rules.

### **§ 1 Overview**

These User Rules apply to the use of the Communications and Information Processing Infrastructure of the Universitätsrechenzentrum (URZ) of the Friedrich Schiller University Jena (FSU Jena).

For the use of other computing technology at FSU Jena the relevant User Rules should be observed.

### **Responsibilities**

The head of the URZ is responsible for the organisation and the operation of the Communications and Information Processing Infrastructure in the URZ. The head of the URZ also nominates the contact persons for the service at the terminals in the public facilities.

### **§ 2 Rights and access to use of facilities**

(1) Only authorized users may access the equipment, installations and services of the URZ. Authorization to use the services of the URZ is available for:

- a) members of the Friedrich Schiller University Jena
- b) members of other universities on the basis of special agreements
- c) students from partner universities of the Friedrich Schiller University Jena
- d) visiting scholars, assistant lecturers and trainees of the Friedrich Schiller University Jena
- e) members of the Students' Union
- f) members of facilities which have close working relationships with the Friedrich Schiller University Jena where special agreements regarding access are in place

(2) Authorization is granted to facilitate academic research, teaching and studies, for the purposes of the library and the University's administration, further education as well as performance of other duties of the Friedrich Schiller University Jena contingent on accepting these User Rules and the Emergency Plan with its instructions and directives for the URZ buildings. The use of URZ facilities for commercial and private purposes is prohibited.

(3) Authorization for members of the Friedrich Schiller University Jena to use the facilities and services of the URZ will be given in the

- IT Service Centre (URZ)

For students of the FSU authorization will be granted to access the internet under <http://portal.uni-jena.de/>. Such permission can be granted to external persons by the Computer Centre after the necessary application form has been checked.

(4) The application must be made using the form given by the URZ and shall contain the following information:

- a) personal information and signature of the applicant
- b) statement of the approving faculty of the FSU Jena
- c) stamp and signature of the approving faculty of the FSU Jena
- d) consent of the applicant for the processing of his/her personal data
- e) acceptance of the rights and duties specified in these User Rules

(5) Such authorization of use is temporary and limited to the stated purpose.

Employees of the FSU Jena are entitled to access the IT-resources from the start of employment. The right of use expires one month after said employment terminates.

Students are entitled to use the IT-resources with enrolment. One month after removal from the student's register the right to use the resources of the URZ expires.

(6) Access and use will be partly or completely denied, cancelled or limited, particularly if:

- a) no proper application form has been submitted or the information on the form is incorrect or no longer applies,
- b) the requirements for the proper use of the data processing facility no longer apply
- c) the person with the right of use is excluded according to § 4 of these User Rules,
- d) the intentions of the person who has been granted access are incompatible with the duties of the URZ and the duties and tasks of the FSU Jena
- e) the IT-resources available are unsuitable for the intended use or are reserved for special purposes,
- f) the capacity of the IT-resources applied for is insufficient for the planned use because of an already existing utilisation,
- g) the IT-resources to be used are associated with a network that needs special data protection and no over-riding reason is given for the planned use,
- h) it is to be expected that the use applied for will impact negatively on other legitimate utilisations.

### **§ 3 Rights and duties of authorized users**

(1) Authorized users have the right to use the services of the URZ within the framework of these User Rules.

(2) Authorized users are bound

- a) to observe the User Rules and the conditions of admission to URZ facilities, especially the purpose of usage,
- b) to refrain from doing anything that could interfere with the normal operation of the IT-resources of the URZ,
- c) to treat all facilities and IT-resources of the URZ with care and respect,
- d) to work exclusively with the user name that was granted within the admission framework,
- e) to ensure that no third party is given information about passwords, and that no unauthorised person will gain access to the IT-resources of the URZ; this includes creating secure access via a password which must be suitable, kept secret and not be easy to guess,
- f) not to search for or use different user names and passwords,
- g) not to access to information of other authorized users and not to pass on, use or change without permission any unauthorised information they may discover,
- h) to keep the statutory obligation of intellectual property rights and observe the terms of licence while using the software, documentation and data provided by the URZ,
- i) not to change, copy, pass on to third persons, or use software, documentation and data provided by the URZ for other than the permitted usage unless it is clearly permitted,
- j) to follow the instructions of the personnel in the URZfacilities,

- k) not to change the hardware installation of the IT-systems and the configuration of the operating system, the system related user files and the network,
- l) not to eat or drink in the public rooms,
- m) not to bring pets,
- n) not to resolve or repair any malfunction, damage or failure at the IT-system by oneself, but instead notify the staff of the URZ immediately,
- o) to give the head of the URZ information about programs and IT use as well as to permit access to the programs used in order to resolve errors and to check usage where reasonable justification is given, especially in case of reasonable suspicion of misuse,
- p) to delete all saved personal data after the authorisation has expired.

(3) The following offences shall be notified:

- a) Spying for data (§ 202a German Criminal Code)
- b) Changing data (§ 303a German Criminal Code) and sabotage of computer (§ 303 b German Criminal Code)
- c) Computer fraud (§ 263a German Criminal Code)
- d) Distribution of pornographic material (§184 German Criminal Code), especially downloading or possession of child pornography (§ 184 Abs. 5 German Criminal Code)
- e) Distribution of propaganda of unconstitutional organisations (§ 86 German Criminal Code) and sedition (§ 130 German Criminal Code)
- f) Libel (§§ 185ff German Criminal Code)
- g) Criminal infringement of copyright, i.e. copying of software against the copyright (§ 106 German Copyright Law)

#### **§ 4 Exclusion from utilisation**

(1) Individual authorized users can be temporarily or permanently limited in their use or excluded from the use of the IT-resources of the URZ, if they:

- a) violate the User Rules, especially the duties according to § 3 of these User Rules,
- b) misuse the IT-resources of the URZ for criminal acts (cf. § 3 (3)),
- c) cause any damage to the FSU Jena or a third person through any conduct which involves the IT-resources or the risk of a damage is to be feared , or
- d) damage the university's reputation through the manner of use.

(2) The sanctions detailed in paragraph 4 section (1) shall be enforced if a first reminder is ineffective. In the case of serious violations the reminder is unnecessary. The affected person shall have the opportunity to make a statement.

(3) Temporary limitations of use, which the head of the URZ has decided on, shall be lifted, once the use according to these User Rules is assured.

#### **§ 5 Rights and Duties of the Universitätsrechenzentrum**

(1) The URZ saves the data necessary for applying for user admission and provides the associates systems with the information necessary for FSU central user data administration purposes.

(2) As far as is necessary for elimination of errors, system administration as well as system extension or other reasons for the safety of the system and user data, the URZ can limit the use of its resources temporarily. If possible, the affected authorized users shall be informed beforehand.

(3) In case there is evidence that an authorized user is holding criminal content for use on the systems of the URZ, the URZ can stop further use until the legal situation is clarified.

(4) The URZ is able to check the safety of the passwords for the system and use as well as the security of the user data through manual and automatic procedures and carry out actions necessary for security issues, i.e. changing passwords that are easy to guess for the sake of protection of the IT-resources and the user data to shield it from unauthorised access by a third person.

(5) According to the conditions of paragraph (4) and within the attention of the data security rules, the URZ is further able to look into the user data as far as is necessary for elimination of errors or to solve and to stop the misuse in case actual supporting facts are occurring.

(6) According to the conditions of paragraph (4), only particular details of the data for connection and use shall be documented in the information exchange. These are to be deleted at the earliest possible opportunity or, at the latest, immediately after eliminating the error.

(7) The URZ is able to delete the individually-saved data of a user 2 months after authorization has expired (3 months following the withdrawal of authorization [in case of employment or studies]).

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*Relevant is the german version of the rules.*