

Internal Directive of ICT Prague No. 20.10/01

Regulations for Using the Computers and Computer Network Of the Institute of Chemical Technology, Prague

Article 1 Validity and Purpose of the Regulations

- 1) The Regulations for using computers and the computer network (hereinafter the "Regulations") regulate the binding procedure for using computers which are directly connected to computers owned by the Institute of Chemical Technology, Prague (hereinafter "ICT") or the ICT Computer Network
- 2) These Regulations apply to the use of any computers, especially:
 - a) Computers owned by ICT
 - b) Computers owned by other physical or legal entities
- 3) The Purpose of the regulations is to protect ICT Prague from misuse or unauthorised use of the ICT computers and computer network.

Article 2 Definition of Terms

- 1) For the purposes of these Regulations:
 - a) "ICT Computer Network" means the aggregate technical and software equipment located in all ICT buildings and used for connecting computers
 - b) "Computer User" means any person using any of the computers mentioned in Art I para 2 of these Regulations or any person using the ICT Computer Network
 - c) "Legal Software" means software acquired in accordance with valid legislation, especially copyright laws
 - d) "Computers" means all computers mentioned in Art I para 2 of these Regulations, the ICT Computer Network or both
 - e) "Network Administrator" means the ICT Computing Centre (Výpočetní centrum), hereinafter the "Computing Centre"
 - f) "Administrator" means an Authorised Employee of the Computing Centre
 - g) "Authorised Employee of the Computing Centre" (hereinafter the "Authorised Employee") means a person appointed by the manager of the workplace and entrusted with the administration of Computers on the workplace, which person is responsible for the operation of information technology on the workplace (with the exception of cases where the Computing Centre itself is the responsible body) and the person which secures communication between users of the respective workplace and the Administrator

Article 3 Authorised Users of the Computers

- 1) The Computers may be used by:
 - a) ICT lecturers and scientists
 - b) Other ICT employees which need a computer for their work
 - c) Other persons after consulting this with an Authorised Employee of the institute or the ICT Network Administrator or the heads of ICT, depending on the character of work on the specific appliance or computer within the ICT Computer Network (in the case of Computers in the institute, the person in charge is the Authorised Employee or head of the institute; in the case of all other appliances the person in charge is the head of the Computing Centre, in the case of database administration the person in charge is the Registrar of ICT)
 - d) Students of the ICT PhD Program
 - e) Other ICT students within their classes, preparation for classes or work in the institute or division, unless restricted by other provisions of these Regulations
 - f) Registered users of the Central Library (Ústřední knihovna)

Article 4
Access to Computers and Computer Networks Outside of ICT

- 1) Computers are intended for use by their authorised users
- 2) Access to computer networks outside of ICT is enabled only for scientific, research, teaching or study purposes.
- 3) Access to computer networks may be restricted if the Computers are overloaded
- 4) Every User of ICT Computers, upon asking to work with the ICT Computer Network, thereby agrees that his/her activity will be monitored by Computing Centre employees in the case that a suspicion arises that he/she may be in breach of the obligations imposed by these Regulations. The employee of the Computing Centre authorised to perform monitoring as well as the subject of monitoring shall be determined by the Vice Chancellor in charge of the Computing Centre.
- 5) For purposes of network traffic monitoring, the ICT Network Administrator collects especially the following data: source and target IP address, port (protocol) number, transmission date, transmission length and number of transmitted bytes. The ICT Network Administrator is also authorised to run software on the servers performing a regular security audit.

Article 5
Services for Users

- 1) The Computing Centre provides the following services:
 - a) Work time on computers directly administered by the Computing Centre including access to software purchased for general use at ICT
 - b) E-mail; each User has at least one uniform address (in the format Name.Surname@vscht.cz) and the possibility to send and receive e-mails from the local ICT Network and the Internet; e-mail is the basic means of communication between the user and the Computing Centre
 - c) access to servers and technical maintenance of ICT information servers
 - d) software and hardware administration of classrooms falling under the scope of the Computing Centre
 - e) interactive Internet access
 - f) processing of ICT agendas
 - g) software support related to the operation and installation of software enabling access to and communication with ICT servers
 - h) administration and innovation of computer networks at ICT
 - i) creating, deleting and maintenance of user accounts
- 2) For security reasons, operation of certain network services may be limited only to certain servers according to the decision of the ICT Network Administrator
- 3) The Central Library provides access to electronic information resources installed in the ICT Network as well as resources accessible from networks outside ICT.

Article 6
User Obligations

- 1) Users shall not distribute or deliberately use software acquired in conflict with valid legislation, especially copyright laws, or use software acquired according to these laws in conflict with the agreement provided by the software author as a condition for its use.
- 2) Users shall use Computers only within their work content, students within their classes and work at the institutes. Use of the network for personal or commercial purposes (training, provision of information and data from the network etc.) is prohibited.
- 3) User access rights are determined by their User identification (login name, password, and possibly other attributes identifying the User) and membership in groups (uid, gids). Users shall not by any means attempt to gain access rights or privileges not appointed to them by the Administrator of the Computers. In the case that a user acquires a privileged condition or inappropriate access rights in any way (including a hardware or software error in the system), the User shall notify the Administrator of this fact without delay. This applies to all computers and computer networks, to which Users gain access by means of ICT Computers. Users shall not attempt to gain access to the protected

information and data of other users. Users shall secure their own data against misuse by third parties as well as possible within their user rights.

- 4) A list of protected information shall be regularly issued by the management of ICT and its workplaces. All Users shall get to know this list on the ICT website.
- 5) Copying and distribution of parts of the operating system or installed software is prohibited. Software may be used only for the activity for which it is designated.
- 6) Users shall work on ICT Computers only under their designated user name. The login password shall be selected and maintained in secrecy to prevent any possibility of misuse. Users are responsible for damages incurred as a result of misuse of their account due to negligence in handling the account.
- 7) In the case that a User will not be able to work on the computers where his/her user name is established for a period longer than 6 months (for example due to a work trip etc.), the User shall notify the Administrator of this.
- 8) Use of e-mail conforms to the same ethical principles as traditional mail. It is explicitly prohibited to use e-mail to distribute commercial information, political or religious promotion or materials which are in conflict with valid legislation, as well as harassing other Users with spam and messages which are not directly related to one's work and duties in the institute.
- 9) Any changes in the configuration of e-mail shall be carried out solely by the employees of the Computing Centre or with their cooperation
- 10) Users shall communicate with the Administrator by means of the Authorised Employee, with the exception of cases stated in Art VI 3 or other cases where there is a risk of delay either in terms of security of the Computers or protection of the work of other authorised users.
- 11) The personal web pages of Users shall not be used to distribute commercial information, political or religious promotion or materials which are in conflict with valid legislation or ethics.
- 12) Authorised Users of the Central Library's electronic information resources shall comply with the licence conditions valid for individual resources and databases. The acquired information and data (in any form and on any media) shall be used solely for the user's personal use and his/her study, teaching or research purposes. Any further publishing, copying, lending, sharing, distribution (including distribution via a computer network), sale or other use, especially for commercial purposes, is prohibited. Creation of own copies and downloading entire annual volumes or inappropriate volumes of text of electronic journals. Users shall observe copyright protection of data according to Law No. 121/2000 Sb. on copyrights, related rights and the amendment of some laws (the copyright law) and other regulations.

Article 7 **Obligations of Authorised Employees**

- 1) Authorised Employees shall heed that he/she does not restrict or hamper network communication by the operation of administered Computers. Configuration changes which could affect the operation of the network shall be negotiated with the Administrator.
- 2) Due to the fact that the Computing Centre also secures services relating to domain maintenance, Authorised Employees shall negotiate any changes in the configuration of network services with the Administrator. Physical connections of new equipment to the network shall be carried out only in cooperation with Computing Centre employees.

Article 8 **Breach of Regulations**

- 1) Misuse of data gained by using the ICT computers and computer network is treated for example by Law No. 101/2000 Sb. on the protection of personal data and amendment of some laws, as amended, Law no. 200/1990 Sb. on offences, as amended, and Law no. 140/1961 Sb, the Criminal Code, as amended.
- 2) In the case of a breach of these Regulations sanctions may be applied according to generally binding legal regulations or internal regulations.

Article 9
Final Provisions

- 1) This internal regulation shall come into force and effect on May 1 2001. Upon this day, the force and effect of the Regulations for using computers and the computer network at the University of Chemical Technology in Prague of June 17 1998 ceases.
- 2) This internal regulation was approved by the Academic Senate of ICT Prague on April 10 2001.

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