



Rules and regulations for the use of Kristianstad University's (Hkr) IT resources

2011-03-14 version 1,1

In addition to these rules and regulations, the following rules, laws and ordinances apply:

Hkr:s regulations, SUNET's rules and existing laws.

Network ethics

A generally accepted principle in the academic world is to keep the networks as open as possible. For this purpose certain ethical demands will inevitably have to be put on the individual using the networks and on their activities. These ethical demands are not very different from other demands put on the citizens in a modern society.

SUNET condemns as unethical occasions when anyone

- tries to gain access to network resources without having the right to do so
- tries to hide his/her user identity (except in cases where this is explicitly permitted)
- tries to disturb or interrupt legitimate use of the networks
- clearly wastes available resources (staff, hardware, software)
- tries to damage or destroy database information
- intrudes into the private lives of other users
- tries to insult or humiliate other users

Identity and password

- The user identity is personal and must not be made available to others. You are personally responsible for activities that occur under your user identity. If you suspect that an unauthorised person knows your password, you should immediately report this to us.
- Your user identity and all your files will be terminated when your course or employment is finished.

Use of computers/equipment connected to Hkr:s IT system.

It is forbidden to make use of another user's user identity in any way.

The computers/equipment must not be used by others than those who are authorised.

Misuse

- Attempting to enter a system you are not authorised for is a crime.
- All forms of changing a system or data without adequate authorisation are prohibited.
- It is forbidden to unscrew or in other ways manipulate Hkr:s equipment.
- Any storage of files outside the allocated file space is prohibited. Note that the mail catalogue on the file server is not allocated space.

Rules and regulations for the computer rooms

Availability and access to computer rooms

The following priority rules apply:

1. Supervised teaching
2. Work with assignments related to the studies
3. Other use

Times booked in the computer rooms are to be respected, even if the booked room is not always used. Exceptions are permitted only by permission of a supervisor in charge.

Use of computers in computer rooms

Computers provided for students are primarily intended for use directly connected to the respective study programme/course. Other activities such as private development are only permitted if they do not interfere with regular activities and do not violate any rules and laws.

Other regulations

- Note that it may be illegal to download and distribute material from the Internet. Read more at www.antipiratbyran.com
- Printouts; the student account is when opened "loaded" with 25 kronor for printing 50 pages. Further printouts are paid for by the account holder. No reimbursement is made for printouts that have not been utilised.
- Doors must not be put open and windows must not be opened.
- It is forbidden to bring food and drink to the computer rooms or to bring anything that may cause pollution and/or equipment faults.
- Do not admit unauthorised or unknown persons into the computer rooms.
- It is forbidden to reserve or block up a workstation.
- If a machine has not been used for 15 minutes, it is permitted to log out the user, if no other free machine is available.
- The last person to leave a computer room has to switch off the light and make sure that the door is locked.
- Keep your own workstation in good order and contribute to the general order in the computer room.
- Equipment or fittings or available manuals must not be taken out of the computer rooms.
- It is the individual user's duty to study and follow the regulations concerning the different computer rooms.
- Report equipment faults to itsupport@hkr.se, alternatively to 044-20 30 30, #1.

Network services

It is important that every user of Hkr:s networks be aware of the responsibility associated with gaining access to the very extensive supply of data, services, institutions and labour provided in the international computer networks.

The user is always **personally responsible** for her/his way of using the network services.

As a user of Hkr:s networks and the Internet you will have the opportunity to reach other, national and international, networks and computer systems connected to Hkr:s networks. Each network and each local system may have its own rules. Activities that are permitted in one system may be subject to surveillance, or be totally prohibited, in other networks.

It is the user's responsibility to find out and follow the rules that apply in each individual case.

Listening to or scanning networks and equipment is not permitted without special authorisation.

That something can be done does not mean that it is suitable or even permitted.

Violation of Hkr:s rules and network ethics may lead to expulsion from the system. More serious cases of misuse may lead to further disciplinary measures.

In cases where violation of the above-mentioned rules and network ethics, through negligence, involves damage to Hkr:s equipment or extra work for the staff concerned, a claim for damages may be made against the user.

Violation of existing laws and regulations will be subject to legal action.

The latest version of the rules and regulations is available at www.hkr.se

Go to Om Högskolan, Organisation, Administration och Service, Service, IT-Service, Kontoinformation and select form_rules_eng.