

# Regulations Governing Use of the Data Network and EDP Pool of the University of Lübeck

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## **Part 1: Regulations Governing Use of the Data Network of the University of Lübeck**

The general regulations governing use of the communications and data processing infrastructure of the University of Lübeck, effective 2 April 2008, are viewable at: <http://www.itsc.uni-luebeck.de/fileadmin/files/documents/ordnungen/Nutzerordnung.pdf>.

The University of Lübeck is a member of DFN Association (German Research Network), which provides access to the Internet. Hence, all users are subject to the "Regulations on Sharing DFN Communications Services" issued by DFN. For a copy of the complete set of regulations, visit: <http://www.dfn.de/dienstleistungen/dfninternet/benutzungsordnung>. Particular attention should be paid to the section on misuse, elucidated below:

"Misuse is defined as use of DFN services in violation of relevant protective regulations, such as the penal code, children and young persons act, data protection act, etc.

In view of the special courses taken by users of the communications services, it is assumed that they are aware of respective regulations, especially the criminal relevance of aspects like computer crime, sale of pornographic images and material, or theft, modification and other forms of manipulation of data and programs. Such specialised knowledge refers to the sensitivity of transmitting data that encroach upon personal rights and/or the privacy of others or violate existing copyrights or licences based on such rights.

Misuse is also defined as usage that fulfils (among others) the conditions listed below:

- Unauthorised access of data and programs, i.e., accessing information and resources of other authorised users without their consent;
- Deletion of data and programs, i.e., falsifying and/or deleting information of other users – especially infecting such information with computer viruses;
- Retarding a network, i.e., encumbering and/or disturbing operation of a network or other network users, for example through:
  - Massive use of the network to the disadvantage of other users or a third party, for instance, through spamming, or through
  - Insecure experimentation over the network, such as attempting to crack passwords, or through
  - Unannounced and/or unjustified massive use of the network to the disadvantage of other users or a third party."

## **Part 2: Regulations Governing Use of the EDP Pool**

### **§1 Authorised users**

- The EDP pool of the Department of Natural Sciences at the University of Lübeck provides a workplace to students with a valid account, during their course of studies.

- Authorisation may also be granted for teaching purposes to other members of the University.
- It is strictly forbidden to disclose user codes to third parties.

## **§2 Priority**

The following priority shall apply to the use of computers:

- (1) Lectures
- (2) Seminars and tutorials
- (3) Other work

## **§3 Prohibited computing activities**

The following computing activities are prohibited:

- Any changes to the hardware and installed software
- Any form of hacking (use of password cracking programs, use of third-party user codes, etc.)
- Any viewing, saving, or processing of pornographic, racist, or terroristic content
- Any activities aimed at disgracing the University or its members
- Any form of duplication that violates copyrights
- Any work that does not comply with the guidelines of the DFN Association (see <http://www.dfn.de/dienstleistungen/dfninternet/benutzungsordnung> and others).

## **§4 Saving data**

The EDP pool is to be used solely for university purposes, whereby data shall be saved only in temporary or home folders or on private storage devices.

## **§5 Blocked computers**

During absence, a user shall block the computer being used, but for no longer than 15 minutes. After this period, the system administrator may unblock the computer, which may lead to loss of data.

## **§6 Resources**

Printers should be used sparingly. For the benefit of all users, the home folder should be as small as possible (limit of 200 MB). Presently, a backup is done each night.

## **§7 Administrators and pool service staff**

System administrators and pool service staff are authorized to issue instructions in the pool rooms, which must be followed. Users should report any failed computer restarts to the pool administrator via email ([pool-hotline@itsc.uni-luebeck.de](mailto:pool-hotline@itsc.uni-luebeck.de)).

## **§8 Logout**

Users shall log out from the system after each sitting, to avoid unauthorised use of their user codes.

The workplace shall be kept clean:

- Return chairs to their proper place
- The last person to leave the room shall turn off the lights and close windows
- Use bins provided for rubbish

### **§9 Blocking of user accounts/computers under special circumstances**

Under special circumstances (e.g., maintenance work), ITSC reserves the right to block access to user accounts and computers.

### **§10 Damage to facilities**

Every user shall exercise due care to avoid damaging the pool facilities. Any damage that occurs shall be reported promptly to the pool service staff ([pool-hotline@itsc.uni-luebeck.de](mailto:pool-hotline@itsc.uni-luebeck.de)).

### **§11 Eating and drinking**

Eating within pool facilities is forbidden. Users may drink beverages, but any damage that arises from spilled drinks, for instance, shall be at the expense of the offender.

### **§12 CCTV**

All pool facilities are under constant surveillance for security reasons.

### **§13 Violations**

Violations of pool regulations shall be penalised in the following sequence:

- (1) Warning
- (2) Time-limited reprimand for access to computers or rooms
- (3) Withdrawal of access rights
- (4) Criminal charges

### **§14 Validity**

The system administrator may amend/enhance the pool regulations at any time, subject to advance announcement of planned changes.

### **§15 Acceptance**

Upon entering a pool room, a user is deemed to have accepted the applicable pool regulations.

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I have read and accept the following regulations:

Part 1: "Regulations Governing Use of the Data Network of the University of Lübeck" and  
Part 2: "Regulations Governing Use of the EDP Pool"

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Date, Name (block letters)

Signature

For more information, visit: <http://www.itsc.uni-luebeck.de>