

UNIVERSITY OF PARDUBICE	
Directive No. 13/2006	
Issue:	Principles of operating and using the data network and computer equipment at the University of Pardubice
Applicable to:	all users of the data network and computer equipment at the University of Pardubice
Effective from:	the date of issue
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### Article 1

1. The directive shall regulate the principles of operating and using the data network and computer equipment at the University of Pardubice (hereinafter referred to as the "University").
2. The rules stipulated hereby shall be binding on all persons using the data network and computer equipment of the University in the course of their activities.

### Article 2

#### Definition of Basic Terms

**Computer equipment** – means any devices able to process or transfer data, in particular servers, computers, printers, copiers and other devices including software installed thereon.

**Data network** – means a set of all technical means used to interconnect the computer equipment. At the University, it includes interconnection of individual localities within the University; it is connected to the Internet – the global network.

**Manager of the data network and computer equipment** (hereinafter referred as the "Network Manager") – means the Information Centre of the University of Pardubice (hereinafter referred to as the "Information Centre") or the organisational divisions and departments of the University authorised by the Information Centre.

**Administrator** – means the person appointed by the Network Manager to carry out working activities ensuring the operation and use of the data network and computer equipment.

**Data network and computer equipment user** (hereinafter referred to as the "User") – is a natural person or a legal entity using the data network and computer equipment of the University.

**User identity** – means the identification of a user that serves to authenticate and authorise the person, i.e. the user account, login name, password, certificate, chip card, etc.

### Article 3

#### Basic Provisions

1. The data network of the University is a part of the CESNET national research and education network and its operation shall be in accordance with the CESNET principles of the accepted use of the national research and education network (further information may be found at <http://www.cesnet.cz/doc/podminky.html>).
2. The data network and computer equipment are intended to be used in particular for performance of educational and scientific, research, development, art and other creative activities at the University and to support activities which are in accordance with the provision of art. 3 of the University charter.
3. The user may be:
  - a) a University student in the scope necessary for performance of his/her study duties arising from the study programme studied and from the related creative activities,
  - b) a University employee in the scope necessary for performance of his/her pedagogical, scientific and other working duties arising from his/her employment relationship,
  - c) another natural person or legal entity in the scope specified by the head of the cooperating department or division of the University after an agreement made with the Network Manager.

4. University students and employees shall be entitled to be provided with the basic services of the data network and computer equipment listed below:

- a) using electronic mail and internet services,
- b) using generally available software equipment while all licence provisions are to be complied with,
- c) being allowed to access generally available information while all licence provisions are to be complied with,
- d) using the sources and services of the available external data networks.

#### **Article 4**

##### **Access Rights and Identity**

1. Users shall be allocated the relevant access rights and authorisations by the Network Manager. A superior worker may require that the Network Manager should provide users subordinate to him/her with non-standard access rights.
2. The user shall only use his/her identity. The user may not use any means that are logged in under another user's identity. The user may not use any means to try to obtain or use another user's identity.
3. The user shall protect the identity allocated to him/her. In the event of a loss or suspicion that his/her identity has been disclosed, the user shall contact the Network Manager. The user may not provide his/her identity to any other person – even to the Administrator.
4. The Network Manager shall be entitled to require that users should reset their identities periodically or extraordinarily, or to carry out changes therein and invite users to collect new identities in a specified place.
5. If the identity is verified using a password, the user shall use a password which is not trivial. The user shall keep the password confidential so that its misuse is prevented.

#### **Article 5**

##### **Rules for Configuration of the Computer Equipment and its Connection to Data Network**

1. Only the software for the operation of which the University, an individual department or division thereof or the user holds a valid licence may be operated on the computer equipment.
2. The operation and use of the data network and computer equipment shall be monitored by Network Managers so that its use may be optimised, extraordinary situations may be discovered and prevented and any illegal use of the data network and computer equipment by users is avoided. The user shall comply with measures taken by the Network Manager.
3. The Administrators shall install and configure the operation system as well as licensed software equipment of the computers connected to the data network.
4. The user may not modify the configuration of the system and system connections of the computer equipment except for user settings and may not use any IP (Internet Protocol) or MAC (Media Access Control) address other than that allocated to him/her (either dynamically or statically) for connection to the network.
5. The user may not connect any other computer equipment to the data network if the Network Manager has not been informed about that.
6. The user may not try to gain access to the components of the computer equipment to which he/she has not been provided access, to obtain other information about them and to disclose it to other persons. The user shall notify the Network Manager of any imperfections in the computer equipment security found out.

#### **Article 6**

##### **Data Protection, Electronic Mail, Information Disclosure and Copyright**

1. The user may not carry out any actions resulting in disturbing another user's privacy even if the other user fails to protect his/her data.
2. The user may not use illegal software and data in the data network and may not offer such software or data to others. Users shall comply with the licence conditions for any agreements on the use of software. If any software obtained by the user individually is operated on the computer equipment, it may only be used for activities and for support of activities that are in accordance with the provision of art. 3 of the University charter. Nevertheless the user shall have documents certifying the legal character of this software and data. The user shall provide the Network Manager with evidence of the legal character of the software upon request.
3. The user shall be entitled to publish information on the internet in the form of personal website created on the University servers by the Network Manager.

3.1 The information published in the personal website may contain:

- a) presentations of the professional profile,
- b) information based on the mission, tasks and activities of the University,
- c) other information compatible with the academic activities of users at the University.

3.2 Published information may not contain in particular:

- a) information of a commercial character,
  - b) information affecting rights and authorised interests of other persons,
  - c) information which is contrary to good manners,
  - d) race, religious, political and ideological propaganda.
4. The website may contain neither any software causing any harm to other users nor data to which the user does not hold any copyright. The website author may not allow other persons to use the University data network illegally or provide them with unauthorised access to other information sources.
5. The website author or the head or the organisational department or division creating the websites shall be held fully responsible for the contents of the information published and for the protection of the copyright.
6. The disputable issues shall be resolved by the Network Manager in cooperation with the IC director, or with the Vice-Rector for Internal Affairs, dean or director of the University institute.
7. The user may not send away any non-required electronic mail with contents generally designated as spam. When sending an electronic mail, the user shall use the identity allocated. The allocated account of the electronic mail and mailbox (e-mail) shall be the University property, not any personal property of the user.
8. The University shall not be held responsible for misuse (if any) of data while being transferred out of the University servers.

## **Article 7**

### **Operation of Computer Classrooms, Study Rooms and Laboratories**

1. The Network Manager shall stipulate the rules for operation and use of the computer equipment in computer classrooms, study rooms and laboratories in cooperation with the faculty, University institute or another organisational department or division within the University using the relevant premises.
2. Users of the computer equipment may only enter the computer classrooms, study rooms and laboratories with the consent granted by the department or division authorised to use and manage the relevant premises.

## **Article 8**

### **Purchase and Service of Computer Equipment**

1. Service and purchase of the computer equipment shall be ensured by the Information Centre.
2. Service of the computer equipment shall be ensured by the Information Centre – the Administration of Computing Technologies and Software.
3. All purchases of the computer equipment shall be ensured by the Information Centre – Common Commercial and Graphical Services.
4. Purchases of the computer equipment shall be carried out through the VERSO information system – module of Orders. The purchase shall be performed by the Information Centre on the basis of an order approved.

## **Article 9**

### **Rights and Duties of the Network Manager**

1. The Network Manager shall be entitled to set limits and parameters for the relevant services of the data network with regard to ensuring the functioning, operability and security of the data network, computer equipment and transferred data.
2. The Network Manager shall be entitled to cancel, with immediate effect, access to files and services endangering the safety of the systems and other users (virus infections, tools to monitor the operation illegally, obtaining of irrelevant rights, etc.) and to restrict services breaching the valid legal standards or causing harm to the University goodwill in any manner. The Network Manager shall notify the rector or the authorised vice-rector of this fact without any unnecessary delay.
3. The Network Manager shall preferentially resolve emergency situations in crucial systems and departments or divisions.
4. The Network Manager shall take relevant technical and organisational measures to ensure compliance with

general legal regulations related to copyright and principles stipulated by this directive. The Network Manager shall keep confidential any information it comes into contact with in the course of its working activities and shall not disclose such information to other persons.

5. While maintaining the websites of the University and of the individual departments and divisions, the Network Manager shall take care that they are in accordance with the asserted uniform visual style of the University and shall be entitled to require due to this reason that the individual authors should carry out relevant alterations.

6. If requested by the user, the Network Manager shall set his/her mail-box mode in accordance with the uniform visual style of the University.

## **Article 10**

### **Responsibility for a Failure to Comply with the Rules for Using the Network**

1. Any breach of the rules for operation and use of the data network and computer equipment stipulated by this directive and of the rules for operation and use of the computer equipment in computer classrooms, study rooms and laboratories within the meaning of article 7(1) hereof by a student may be considered a disciplinary offence pursuant to s. 64 of Act No. 111/1998 Coll., Act on Universities and on a modification of some other laws (Act on Universities), as amended by later regulations.

2. Any breach of the provisions contained herein by employees may be considered a serious breach of the working discipline.

3. The Administrators shall document any serious breaches of the rules for operation and use of the data network and computer equipment and shall notify the Network Manager thereof.

4. The Network Manager shall be entitled to suspend the user rights of the user who has breached any provision of the directive and shall immediately notify:

- a) the breach of the working discipline to the manager competent to make decisions on labour-law issues in the event of an employee, or
- b) the breach of the rules to the dean of the relevant faculty or to the rector in the event of an University student.

5. The University shall not be held responsible for any failure to fulfil study tasks if the student's user rights have been restricted or cancelled due to reasons for which the student is to blame. Similarly, in the event of an employee the University shall not be held responsible for any failure to fulfil working tasks if the employee's user rights have been restricted or cancelled due to reasons for which the employee is to blame.

6. Criminal liability (if any) shall neither be restricted nor excluded thereby.

## **Article 11**

### **Coping with Defects and Failures of the Data Network and Computer Equipment**

1. The user shall report any problems encountered so that the defects in the data network and computer equipment may be removed fluently and without any unnecessary delay as follows:

a) using the web interface of the HelpDesk service at the address: <http://www.upce.cz/helpdesk.html>

b) or by phone – the relevant phone numbers are:

+420 46 603 6599 for the data network,

+420 46 603 6777 for the computer equipment.

2. The report informing about the defect shall specify the subject of the defect and shall describe in detail (even in a rather unprofessional manner) the causes of the defect and its effects.

3. The user shall also report any illegal use of the data network or computer equipment or any suspicion of a security incident to the aforementioned contacts.

## **Article 12**

### **Final Provisions**

1. If the part of the rules concerned only applies to the University students, the term "student" is used. If the part of the rules concerned only applies to the University employees, the term "employee" is used. If the term "user" is used, then the rule shall apply to any and all users referred to in art. 3(3).

2. The rules for operation and use of the data network and computer equipment stipulated by this directive may be completed with rules issued by the faculty deans at faculties or by directors of the University institutes at these institutes in accordance with this directive. Before these rules are published, the Information Centre shall give its opinion.

3. This directive shall cancel directives 8/95 – Repairs, maintenance, consumption material for HW, 13/98 – Using the computer network of the University of Pardubice, 7/01 – Rules for purchase, installation and registration

of software at UPa, 3/99 – Creation and essential elements of the website of the University of Pardubice and rector's order No. 2/2004 – Purchasing the computer equipment at the University of Pardubice.  
4. This directive shall become effective on the day it is issued.

In Pardubice, on 1 August 2006

prof. Ing. Jiří Málek, DrSc.  
Rector

