Rules of acceptable use for the CTU computer network

Rector's Order No. 8/99 of 1st July 1999

1. Definitions

"User" refers to anyone who uses a computer, a terminal, or any other device connected to the CTU computer network. "Computer network" or "network" refer to the computing hardware and software facilities used to connect users. "Legal software" refers to software obtained with due respect of all applicable laws, including copyright law. "Computing facilities" refer to the computer network and computing equipment, including their software.

2. Network administration

2.1.   CTU computer network is a hierarchically organized, distributed network of interconnected computers. It consists of domains (sub-networks) at individual CTU constituent parts and their locations. Domains usually consist of sub-domains at individual departments and units.

2.2.   The CTU computer network is administered by the CTU Computing and Information Centre, whose director nominates CTU network administrators. The Computing and Information Centre ensures overall operability of the network, maintains records of its users, and may monitor traffic in the network if needed. Traffic monitoring serves the purpose of optimizing the operation of computing facilities, detecting and preventing abnormal conditions, and discovering cases of non-compliance with these rules.

2.3.   Individual domains are administered by the CTU constituent parts that created them. Actual administration is performed by administrators designated by deans of faculties or directors of other constituent parts. Administrators keep up-to-date records of all users in the domain, and periodically submit such records to the CTU computer network administrator. Administrators must ensure that all users from their domain are acquainted with the rules of acceptable use of the CTU computer network and confirm in writing that they know these rules and will observe them.

2.4.   At the level of departments, institutes and faculty organizational units, staff members designated by the heads of the units are responsible for maintaining the operability of computing facilities. These designated staff members also serve as contact points for the unit to the domain administrator, and are responsible for ensuring that facilities under their administration will not limit or disrupt the operation of CTU network. All changes in sub-domain configuration at a particular unit must be consulted in advance with the domain administrator.

2.5.   Each multi-user computer has its administrator who is responsible for assigning user accounts and other resources at this computer. Administrators of multi-user computers are designated by the head of the respective organizational unit, or by a staff member responsible for computing facilities of the unit.

3. Obligations of users

3.1.   Before working with computing facilities, all users undertake training or otherwise prove that they can operate the facilities, and confirm in writing that they know the rules of acceptable use and will comply with them.

3.2. Users may use computing facilities only in compliance with the academic aims of the CTU network. It is forbidden to use the CTU network for the purposes of other legal entities, or allow such use, without a written approval from the rector or a staff member authorized by the rector.

3.3. Users may use the computing facilities only using the usernames assigned to them. Users shall select the passwords to their user accounts and keep these passwords confidential in order to prevent unauthorized use of their usernames due to poor password practices.

3.4. User access rights are determined by the username. Users may not attempt to gain access rights or privileged status that was not assigned to them, and may not attempt to gain access to protected information or data of other users. Should a user happens to gain privileged status or access rights that were not assigned to him/her (including, but not limited to, as a result of a software or hardware system malfunction), the user must immediately report this condition to the domain administrator.

3.5. Users may not modify the computing facilities in any way that could affect the operation of the network. Such modifications may only be made by designated staff of the Computing Centre, domain administrators, or staff members responsible for the operation of computing facilities at departments and other units.

3.6. Users may not undertake any activities that would harm other users or prevent other users from using the computer network.

3.7. Users may not use or distribute illegal software, and may not copy or distribute parts of the operating system and installed software without permission.

3.8. All users are fully responsible for all information that they made public within the CTU computer network. Use of e-mail and publishing information by the means of computers is subject to the same ethics as standard mail. It is expressly forbidden to use the computer network for distribution of materials, whose distribution or publication is illegal, and bother other users by sending spam to randomly selected addresses. It is forbidden to use explicit language in letters and materials intended for a wider audience.

3.9. Whenever users access other computer networks through the CTU computer network, they must comply with all rules of acceptable use of such other networks.

3.10. Users may not use the CTU computer network to distribute information that is harmful to CTU.

3.11. Users that are found to have knowingly and seriously violated these rules, will be denied further access to the CTU network, and may be subject to further sanctions arising from non-compliance with student or employee obligations.

4. Final provisions

4.1. This Order enters into force and effect immediately upon publication.