

## Guidelines for the use of IT resources

Replaces Regulations for the use of IT resources, decided by the University director on 2017-05-18.

This document applies to all users of IT equipment and facilities at Halmstad University, covering not only employees and students but also temporary users.

All usage of the University IT resources shall comply to Sunet regulations and policy documents.

### Responsibility

- Computer accounts are personal. The account owner is responsible for how the account is used.
- The passwords you use for access to University resources must not be used for other services, and must not be revealed to other persons.
- Every IT user is responsible for his/her information security in accordance with what is stated in the regulations.
- Every IT user shall, at the end of their studies/employment take care of the files and documents that shall be preserved.

### Usage

- University equipment shall be used with common sense, and be handled with care.
- Copyright should be observed at all times. It is not permitted to unlawfully download / distribute protected materials such as software, films, music or other items which are protected by copyright.
- The user of the computer account should not indulge in any disruptive activity.
- All software should be installed by the IT department or with the approval of the IT department.
- It is not permitted to connect private computers or other equipment other than to the network specifically provided for the task.
- Installations, or surfing to websites with unlawful, unethical or unsuitable contents is only permitted if work tasks, research or studies specifically require visits to such web pages.
- Teaching and studies should always be prioritized in computer and project rooms.

### University equipment

If you received equipment for use for work tasks the following apply:

- The equipment, incl. accessories, is the property of Halmstad University, and shall be returned to the IT department when exchanged, or at the end of employment.

- If the equipment is stolen or mislaid, this should immediately be reported to the IT department, and the passwords to University services reset.
- The user who stores documents or other files in the equipment is responsible for backing up the files.
- In order for laptops to be correctly updated they must be connected to their ordinary HH network, normally by a cable to an assigned socket. This shall be done at least once every 4 weeks, unless this is impossible due to a long-running absence.
- Phones and tablets should be reset before they are returned.

## Measures and surveillance

- The IT department has the right, without giving advance notice and for the purpose of continuous maintenance management, to intercept net traffic through technical measures in the network and system. In cases where a user is suspected of some unlawful infringement of the regulations, the above rights are extended to include the user's stored data.
- The IT department has the right in cases of disruption to net operations, security risks or other suspected infringements or improprieties to temporarily suspend access to individual or collective IT resources.
- Repeated or serious breaches of these regulations can lead to suspension from the use of computer resources and/or being reported to the student/staff disciplinary committee. Suspected legal infringements can be reported to the police.
- Information on incidents regarding information security, personal data, etc. can be forwarded to other authorities, following regulations.

Changes in circumstances relating to work tasks or studies can lead to changes in access privilege levels in IT systems.