User Policy for the IT Systems at ITU

IT DEPARTMENT

Holders of user accounts must comply with the following guidelines:

• Users undertake to observe the legislation applicable at any time, including the Act on Processing of Personal Data and the Copyright Act. Only software and data that observe copyright and license requirements may be installed and used on the systems of the IT University. Data includes sound and video files.

• No software or data may be copied or transferred to other IT systems within or outside the IT University unless copyright and license requirements are observed.

• Users may not appropriate system rights for which they are not approved. If a user finds a security flaw in the systems, the IT Department or the IT security function must promptly be notified thereof.

• As a user you are responsible for your own user account. The password for the user account is personal and confidential and must never be disclosed to others, not even ITU employees or employees of the IT Department.

• User accounts may be subject to certain restrictions, such as space restrictions on file server and e- mail server. Such restrictions (also called quotas) must be observed at all times.

• A user account must only be used for its intended purpose. For students the purpose is mainly to carry out study activities. For employees it is mainly to carry out work tasks.

• The IT University permits users to use their user accounts for personal purposes, provided that such use does not affect the day-to-day operation. Users are not permitted to use their user accounts for commercial purposes, for discrimination or otherwise interfere with operations of the IT University or its users.

IT DEPARTMENT

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