IT DEPARTMENT

USER POLICY

User Policy

Version 1.0
October 2012

IT DEPARTMENT

Dear User,

By signing this document you agree to have read, understood and apply with the following User Policy.

This User Policy describes the applicable guidelines for the use of the IT systems of the IT University. Noncompliance with these guidelines will be deemed unreasonable use of the IT systems of the IT University.

Rules of conduct for the use of user accounts and passwords

Use of user accounts

Users of the IT systems of the IT University have a *user account* with a *username*, which is protected by a *password*.

• Holders of user accounts must comply with the following guidelines: 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 (it@itu.dk) or the IT security organisation (security@itu.dk) 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 must never be disclosed to others, not even ITU employees and 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 may only be applied for the purpose for which it was created. For students the purpose is mainly to carry out study activities, and for employees it is mainly to carry out work tasks.

• The IT University permits users to apply their user accounts for personal purposes as well, provided that such use does not affect the day-to-day operation. Users are not permitted to apply their user accounts for commercial purposes, for discrimination or for any other purpose that may harm the IT University or users of IT University's systems.

Password policy

Users at the IT University are personally responsible for choosing and using the password(s) required for access to the IT University's IT systems and data.
The current password policy is as follows:

- Your password must be at least 8 and at most 256 characters long.
- Your password must consist of :
    - Uppercase (A..Z) and lowercase (a..z) letters.
    - At least 1 digit (0..9) or at least 1 of the following special characters: +!/(:)_*
- Your password must not consist of :
    - Your user name
    - Either of your first names

It is recommended that you change your password at least every 90 days.

Use of passwords

In addition to complying with the current password policy, which is decided centrally, the choice and use of passwords must be in compliance with good practice, as stated below:

- Choose a password that:
    - Is easy to remember.
    - Cannot be guessed or derived from personal information such as name, username, telephone number, birthday or other dates, etc.
    - Is not found in any dictionary or glossary. Does not contain consecutive or identical digits, characters or letters.
- Always keep your password secret.
- Never share your password with others. Not even the IT Department.
- Do not use the same password as for personal use.
- Do not write down or store your password in any way.
- Change your password immediately if you suspect that it has been compromised.

The IT Department will review the current password policy for all user profiles at regular intervals. If any user account does not comply with the current password policy the user will be notified hereof.

Users must contact the IT Department if their accounts have been closed. The IT Department is allowed to change your ITU password if your user account has been exposed to phishing attacks. In such cases you should therefore contact the IT department to get a new password.

As a user, you must promptly change your password or contact the IT Department if you suspect that your password is known to others than yourself.

Further guidelines

You can find further guidelines in the IT Security Policy and in the IT Security Manual – for IT users. The policy and the manual can be found on the IT Department's website on the intranet under the section "IT security".

You can find the section by following this link: http://itu.dk/itsecurity

Date:

Signature:

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IT DEPARTMENT

IT University of Copenhagen
Rued Langgaards Vej 7
2300 Copenhagen S

Opening hours:
Monday - Friday
10 AM to 13 PM
Wing 2C

it@itu.dk