

## Summary – Regulations for the use of computer labs

1. Computer labs as well as the hard- and software in the labs may only be used for study purposes.
2. The user is required to behave appropriately so that the use of the provided IT-services can be secured without any disturbances. The user is required to use the provided means (PCs, CPU-capacities, printers, storage capacity, etc.) responsibly and economically.
3. It is strictly prohibited to open the computers, printers or any other technical devices. Hard- and software have to remain in the computer labs and may not be removed. It is prohibited to make any alterations to the systems, to make copies of system disks and to further those to third persons, to copy, or alter system programmes or to decode their original sources. It is furthermore forbidden to install and use private software – especially downloads from the internet – on the computers belonging to the Fachhochschule Hof.
4. Each user is required to follow the guidelines for the usage of networks as well as for the ethical and legal questions of software usage. Each user is personally responsible for the obedience to these juridical rules.
5. Each user has to only use his/her own user-ID. The login is to be secured by a password which has to be kept secret. Don't use obvious passwords, change your password regularly and don't write your password down. The user takes full responsibility for all actions undertaken with his user-ID, also if effectuated by third persons.
6. The user has to refrain from any misuse of the provided infrastructure. He/she is required
  - to use only authorised user-IDs; the forwarding of user-IDs is prohibited
  - not to search for or use other person's user-IDs or passwords
  - to ensure that third persons not being members of Hof University of Applied Sciences have no access to the resources.
7. The Head of the IT- Services-Department and appointed colleagues have the right to spot check the appropriate use of the hard- and software as well as the data of the user at any time. This may also include the recording of data sent through the network of the university. The user is liable for any disadvantages for Fachhochschule Hof caused by the misuse or unlawful use of IT resources and user-IDs or caused by neglecting the rules and regulations described in this paper.
8. In case of traced misuse the user can be immediately excluded from the use of any IT resources belonging to the university. Further measures as defined in the Bavarian Law for Institutions of Higher Education (Art. 93 ff.) can be taken. "Hacking" computers or attempts of hacking are considered as an infringement of a service of Hof University of Applied Sciences as defined in Article 93, paragraph 1, number 1 Bavarian Law for Institutions of Higher Education. This can lead to the exmatriculation of the student (Art. 93, par.2, no. 2).

The following actions are considered as a criminal offence:

- spying on data

- unauthorised alteration, submission and destruction of data
  - destruction or damaging of computers
  - distribution of propaganda material of unconstitutional organisations and incitement to public disorder
  - distribution of pornographic material
  - insults and defamation
  - violation of copyrights, like reproduction of copyrighted software
9. The IT Service of the university does not claim any liability for the provided services. The user themselves are liable for their actions. The IT Service is regularly securing the data on the server. However, there is no absolute guarantee for the user's data. This is especially true for any data in your home- and profile - records as well as for saved emails.

How to behave in computer labs:

- the computer labs are solely meant for the use of computers. Smoking, eating and drinking in the computer labs is strictly prohibited. Talking should be restricted to a minimum with consideration to the other users.
- the technical means are to be used carefully.
- the user has to log-in and log-out properly
- in case of any problems with the network or defects please contact the IT Service
- the opening of computers and printers is prohibited
- please erase any data which is not needed any more
- please put the chairs back to the tables. Keep the rooms clean. Put the litter in the bins.
- leave the lab in the same condition as you expect to find it.
- please turn out the light if you are the last user in the evening.

This is a summary of the German version of the "Antrag auf Zuteilung einer Zugangskennung..." which you need to sign and return to the International Office or the IT Service in order to get access to the IT services at Hof University of Applied Sciences. You will not be able to login unless you have returned the signed "Antrag".