



FACHHOCHSCHULE DER WIRTSCHAFT

Please note that the present document is a translation from the original German text and has been provided for comprehension purposes only. The original German-language version will prevail in all instances.

IT guidelines for students and part-time lecturers at CAMPUS 02 University of Applied Sciences

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Foreword

Within the framework of teaching, CAMPUS 02 makes an infrastructure available to you to be used for the purposes of information preparation and communication relevant to the degree programmes on offer.

So that teaching and degree programme operations run smoothly, and to enable an appropriate standard of university-level coexistence, the present guidelines present the framework as regards the use of the IT resources at your disposal in a careful, responsible and economical way.



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Head of IT Infrastructure



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Mag. Kristina Edlinger-Ploder
Management Board



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Management Board

1. Scope

The present IT guidelines are intended for all students and part-time lecturers (hereafter "Users") at CAMPUS 02 University of Applied Sciences (hereafter "C02") and are to be strictly respected by them.

2. General

All the regulations below are binding, and Users are aware that failure to respect the content of the present guidelines can, depending on the gravity, also lead to legal consequences.

The IT infrastructure must be used diligently, carefully, responsibly and solely to the extent necessary.

C02 is not responsible for the content of data downloaded by Users, nor is it responsible for messages produced, sent or received by Users (e.g. emails or news). C02 therefore assumes no responsibility for illegal or punishable content on the storage areas and data carriers put at the disposal of Users. The perusal of confidential data by unauthorised third-party access cannot be excluded, despite the best possible security measures.

If C02 becomes aware of data with punishable content, access to said content will be blocked and/or ceased insofar that it is technically and legally possible and reasonable.

3. Hardware and software

Changes to the system settings of C02 equipment (installation, uninstallation, configuration changes, reinstallation, etc.) may only be carried out by the IT Department.

The IT infrastructure must be handled with care so as to avoid damage. The IT Department is to be immediately notified of any damage or malfunctions which arise and are identified.

All hardware is the property of C02 and/or is used in some lecture halls and laboratories together with WIFI Steiermark. It may not be borrowed or ceded to third parties for use.

The downloading and installing of programmes is prohibited when using C02 computers (with the exception of special laboratories in which such activities are presented as a component of the teaching session and are performed under the instruction and direction of lecturers).

Hardware which is made available (laboratory PCs, PCs in open-access areas, etc.) may not be modified.

Any attempt to circumvent the various security mechanisms in place is not permitted.

All rooms in which IT systems are located (and in particular lecture halls and laboratories) must be locked when vacated.

No food or drink may be consumed in the laboratories or computer rooms.

Users agree to only grant access to computers and seminar rooms to people who are directly involved in their own activities.

Projectors, document cameras, smart boards, etc. must be switched off after use and during pauses of several hours.

4. Passwords

The following rules are to be respected:

- Passwords may only be known by the User in question.
- Passwords must be at least 8 characters long and be alphanumeric (made up of letters, numbers/signs with special characters).
- Once used, passwords may not be used again.
- It is not permitted to share one's own password and/or other authentication tools with third parties.
- Users are to notify the IT Department immediately if they suspect that their access permissions and access authorisations have been used by third parties without their consent.
- In the event of misuse and/or damage further to sharing passwords with unauthorised parties and/or in the event of unauthorised use for which any User is responsible, said User is liable vis-à-vis C02 as per the general principles of legal liability.

5. Protection against viruses

C02 equipment uses protection programmes against malware. As such, Users may not deactivate or change any configurations of this software pre-installed by the IT Department.

6. Data protection

PCs in lecture halls, open-access areas or laboratories may be reinstalled AT ANY TIME without prior notice and without backing up local data.

All Users must therefore carefully save their own data.

Data which is downloaded locally onto C02 machines is NOT saved by the IT Department. Each User is responsible himself/herself for saving such local data.

7. Behaviour in the event of security incidents

Honesty and a readiness to cooperate are particularly important when dealing with security incidents. Notifying the IT Department of security incidents is therefore always seen as something positive.

If an on-site IT system does not run as it previously did for you (browser homepage has changed, permanent hard drive activity, pop-up windows when starting the system, etc.), the IT Department is to be notified immediately.

Users agree to support C02 and the organisations which C02 works with in terms of investigating unauthorised use or damage of IT installations.

The IT Department's instructions are to be followed in the event of security incidents.

8. Internet usage

C02 Students and part-time lecturers have unlimited access to the internet, apart from a small number of exceptions, provided that the following rules are respected:

- Internet broadband is not an inexhaustible resource and it should be used prudently and to an appropriate extent.

- As a priority, internet access has been made available to be used for degree programme purposes. Extensive use for vocational activities is not permitted, nor is the downloading of files, music, videos, etc. for private use. Similarly, the use of file exchange sites of any type is not permitted.
- Use of the internet may not infringe upon the security regulations and other guidelines of C02.
- Content is not limited apart from the following exceptions (below are the "categories" of the web filter software currently in use):
 - Pornography
 - Peer-2-Peer networks
 - Gambling
 - Illegal content
 - Extremism
 - Racism
 - Parked domains
 - Violence
 - Websites with viruses
 - Hacking
 - Distasteful content

9. Emails

C02 provides Users with an email account for the duration of their degree programme and/or teaching activities; graduates also have their own C02 email account. Said email account runs in Microsoft Office 365. The Office 365 user guidelines are thereby applicable and can be consulted at any time on the operator's website.

10. Legal provisions

Users are to adhere to the legal provisions, particularly those with regard to copyright law when operating C02 computers.

Moreover, Users are to familiarise themselves with the declaration on the respect of data secrecy as per § 15 of the Data Protection Law of 2000.

11. Responsibility of C02

C02 assumes no responsibility for IT services running without errors and uninterrupted at all times. In particular, C02 is excluded from any and all liability with regard to any type of damage that Users experience as a result of equipment inadequacy or errors, as well as for software and hardware provided by other internet sites. Furthermore, C02 accepts no responsibility for the accuracy, completeness or up-to-date nature of information to which it only provides access.

12. Validity of the present guidelines

The IT guidelines are reviewed yearly for updates and relevance by the IT Department. Suggestions regarding changes and improvements from all students and part-time lecturers can be provided to the IT Department in writing. The IT Department will then consider the suggestion and, if no justified reason exists not to implement said suggestion, it will be taken into account when the guidelines are next updated. All changes to the IT Guidelines must be approved by the Management Board. The current version of the IT Guidelines can be accessed via **online.campus02.at**.