

MMK IT Policy

Rules for employees/students use of computer, network and system facilities at MMK.

Employees/students at MMK who have access to computing facilities should study these rules and confirm them by signing the enclosed form (encl 1). The responsibility of ensuring that employees/students read and confirm these rules lies with the head of department.

Furthermore, MMK has the following local rules and regulations:

1 General conditions

1. The account is for personal use only and may not be used by another person without permission from head of department. Any exploitation of defective configurations, program errors or other methods in order to secure a higher level of privilege than authorized is prohibited.
2. The account is limited in time and will be closed when the holder's employment comes to an end.
3. The password for an account must be kept secret and should be chosen so that it is not easy to guess or hack.
4. A user that detects errors or flaws that might affect the safety or the system management must report this to the system manager.
5. The account owner should always logout from his/her computer at the end of the day.

2 Specific conditions

1. Available computing facilities may not be lent or let out without permission from the head of department.
2. Sabotage or other damaging or disruptive activities directed against the facilities or other users, as well as unauthorized access or attempts to gain unauthorized access is prohibited. This is applicable to MMK's resources as well as those outside MMK.
3. Available facilities, such as e-mail, torrent, FTP, chat and WWW, may not be used to slander, insult or humiliate individuals or organizations. The user may not hide his/hers identity when using MMK's computing facilities (except in cases where this is explicitly permitted).

3 Maintenance and enforcement

1. For the purpose of regular maintenance and enforcement of these rules, system managers of MMK are entitled to log and examine traffic and data, files or suchlike that are stored or transmitted.
2. System managers are entitled to close individual or common accounts if infringement of laws or regulations is suspected.
3. The head of department is entitled to suspend users temporarily if infringement of these regulations is suspected.
4. Repeated or grave infringements of these regulations may be reported to the management team or to the law enforcement agency.

MMK IT Policy

Rules for employees' use of computer, network and system facilities (IT-resources) at MMK.

This is to confirm that I have read and understood the rules and instructions concerning the use of MMK's IT-resources.

Date

Signature

KI username

Research group

Name (block letters)