Guidelines for using the computer network of the department of Computer Science at faculty IV of the Hochschule Hannover

Version 2.1, As of: 21st April 2015

Disclaimer
This is an unofficial translation of the German version of these guidelines for informative purposes only. In case of discrepancies between the German and the English version of the guidelines the German version shall overrule the English translation.

Authors:
Josef von Helden
Frank Müller
Jan Kersten
Carsten Kleiner (English translation)
# Table of contents

1  INTRODUCTION .................................................................................................................. 1

2  FUNDAMENTAL RULES ..................................................................................................... 1

3  INTERNET USAGE .................................................................................................................. 1

3.1  General rules .................................................................................................................... 2

3.2  Rules for information exchange ...................................................................................... 2

3.3  Rules for transmission of software .................................................................................. 3

3.4  Rules for password usage ............................................................................................... 3

4  USAGE OF PRINT SERVICES ............................................................................................. 3

5  CONSEQUENCES IN CASE OF VIOLATIONS .................................................................... 4
1 Introduction

The department of Computer Science provides its students access to its computer network free of charge. Each student obtains his/her personal account which provides login capabilities for all computers of the department. By means of this account students do not only obtain access to resources of the department of Computer Science, but also to other computers within the Hochschule Hannover and in addition –via Internet- also to worldwide resources.

While using computer resources of the department of Computer Science certain rules of conduct and use have to be observed. These are summarized in the following sections. At first, this document references the general guidelines imposed by the Hochschule Hannover in the document „Benutzungsordnung für die Informationsverarbeitungssysteme der Hochschule Hannover (IVS-BO)“. On top of that additional rules regarding the use of the Internet and printing services are stated. Signed confirmation of attention of these guidelines as well as the „Benutzungsordnung für die Informationsverarbeitungssysteme der Hochschule Hannover (IVS-BO)“ has to be provided to the operational personnel prior to obtaining access authorization.

2 Fundamental Rules

- All guidelines stated in „Benutzungsordnung für die Informationsverarbeitungssysteme der Hochschule Hannover (IVS-BO)” (see attachment) are valid. The term „operational personnel“ (German: „zuständiges Personal“) will be used in the sense of that document in the sequel.

- Between 8 am and 4 pm local German time the computer network of the department is primarily used for teaching purposes. Other purposes of use shall be moved to other times. Capacity and/or operational restrictions of the network may be initiated by the department of Computer Science at any time at its disposal.

- Premises and rooms of the department of Computer Science have to be left in a proper and tidied condition. To prevent damage to computers and other equipment, eating, drinking and smoking are prohibited in all computer labs.

- It is prohibited to use the power off button of computers in the computer labs of the department for a longer period (in order to cause a firm power off). Any problem that cannot be solved by yourself (e.g. frozen PCs) has to be reported to the IT administration (German: “IT-Team”) of the department.

3 Internet usage

With access authorization in the department of Computer Science students also obtain unrestricted access to the internet. The internet has developed into one of the most important communication media and offers an enormous and attractive potential for communication and market potential. At the same time access to the internet is also coupled with many dangers regarding security of internal IT resources.

The department of Computer Science employs technical security measures (e.g. firewalls) to counteract these dangers. No technical security measure whatsoever will nevertheless provide
comprehensive protection against misuse of permitted services by users, as misuse can generally not be distinguished from proper use automatically.

Generally, the university can be traced as originator of information or actions on the internet. This means that information which does not directly relate to university matter may be related to the university. Examples of this are the publication of a dishonest offer in an internet newsgroup by an authorized user or an offensive post in a chat system. In conclusion, there is a necessity to oblige all students wanting to use the internet access of the department to a proper and abuse free conduct.

In general, usage has to follow these basic principles:

- Usage may not cause business impairment of the university.
- Usage may not result in any dangers for the internal security of the university.
- Users have to comply with generally accepted rules of conduct even though interaction on the internet may seem anonymous and abstract at first sight.

In detail, the previous discussion results in the rules of conduct described in the following paragraphs.

### 3.1 General rules

- Usage of the internet access which may impede, insult or discredit other internal or external users is prohibited. This specifically includes the following:
  - Contributions to newsgroups or e-mails with abusive content,
  - Contribution to newsgroups or sending of e-mails with wrong sender information,
  - Sending of extremely large e-mails (so-called e-mail bombs), as well as
  - Denial-of-service attacks, i.e. actions that render computers or computer networks partially or completely inoperable.
- Internet access must not be used to gain unauthorized access to external or internal computer systems. Even intrusion attempts are prohibited. More specifically, usage of so-called security scanners, network analyzers, network monitors, sniffers and password crackers which are typically used by administrators to detect weaknesses in computer systems under their control is prohibited. Such tools may only be used by operational personnel.
- Forgery of content or address information is prohibited.
- In case of suspicion of virus infection, intrusion attempts or other conspicuities the operational personnel has to be notified immediately.

### 3.2 Rules for information exchange

- Sent messages which may lead to reputation damage of the university will be treated as misuse of internet access. Since in general any message may be traced to the sending institution this also holds for messages which do not carry the university itself in their content, but treat dishonest content.
- Information may only be published to a wider community to an extent to which it could also be published elsewhere and by a different medium.
• Obtaining, processing or transmission of personal data over the internet disregarding applicable provisions of data security or privacy is prohibited.

• Internet access must not be used for transmission of image, audio, textual or other pieces of information which may lead to criminal or civil lawsuits.

• On reception of messages of known or unknown origin which alert to dangers, viruses or similar and request forwarding of the message, the operational personnel must be notified immediately. The message itself must not be forwarded.

3.3 Rules for transmission of software

• Any software that may be used to damage or destroy data or software may not be transmitted over the internet access. This prohibition is valid for both transmission directions, i.e. from internet to internal network and vice versa. This particularly holds for malicious software such as viruses, Trojan horses and worms.

3.4 Rules for password usage

• Externally used passwords, specifically those that leave the internal network in unencrypted form, have to be different from internally used passwords for access.

4 Usage of print services

• Printing services on paper on equipment of the department of Computer Science may only be used for study purposes.

• Since printing costs of the department accumulate to a significant amount, all participants are engaged with these costs based on their specific usage of printing services by means of printing services accounting.

   Printing services accounting operates based on the following principles:

   - All printers that may be used department-wide (lab printers) are included. This holds for both black and white as well as color printers which may be used by students.
   - Each student obtains an individual printing account coupled with his/her access account.
   - Previous to actually printing a job, it is validated automatically whether the according printing account carries sufficient funds. The printing job will only be processed if that is the case.
   - Each student’s printing account is automatically credited with a balance of 10 Euro at the beginning of each semester which equals a printing capacity of 250 black and white A4 pages. Printing jobs are thus only rejected after this balance has been used up. At the end of each semester remaining funds of this initial balance, if any, will expire. Outpayment of (parts of) the initial balance are impossible.
- Prices of printing services are determined by the actual printing costs of the department and thus will be adjusted from time to time. Currently the following rates are in effect:
  - Each black and white page DIN-A4: 4 Euro cents
  - Each colored page DIN-A4: 16 Euro cents

  These rates may be changed by the department at any time. Rate changes will be announced by the common communication channels of the department. Current rates may be inquired for at the department’s secretary (“Studiendekanat”).

5 Consequences in case of violations

Analogously to the corresponding rules in “Benutzungsordnung für die Informationsverarbeitungssysteme der Hochschule Hannover (IVS-BO)” any violation of these guidelines may lead to immediate withdrawal of the access authorization by the operational personnel. The department furthermore reserves the right to take additional action. Additional juridical steps, e.g. filing criminal information or initiating civil lawsuits, are also reserved by the department.

6 Attachments:

- Richtlinien zur Nutzung des Datennetzes in der Fakultät IV, Abteilung Informatik der Hochschule Hannover (German original of this document)
- Benutzungsordnung für die Informationsverarbeitungssysteme der Hochschule Hannover (IVS-BO) (Guidelines of information processing of the Hochschule Hannover; in German)
I have taken notice of

- „Guidelines for using the computer network of the department of Computer Science at faculty IV of the Hochschule Hannover“ Version 2.1, As of: April 21st, 2015, as well as
- „Benutzungsordnung für die Informationsverarbeitungssysteme der Hochschule Hannover (IVS-BO)“, published by the senate on July 27th, 2005

and commit myself to observe the code of conduct stipulated in these documents.

(Name in capital letters)  (Student ID [„Matrikelnummer“])

(Date)  (Signature)