

# Rules regarding card and computers at LTH

- The user account is private and may not be lent to others except when instruction so demands, e.g. in connection with laboratory work or projects. The user is personally responsible for his/her account.
- If suspected that the password is known to someone else, the password must be changed immediately.
- The material stored in your account can depending on the current file protection be read by others. Do therefore not store anything that can be insulting or offending, or in other ways cause damage. Files and directories must be protected against unauthorized damage.
- The copyright for software and data files must be respected. Do not copy or use programmes or files not belonging to you without permission.
- The account may not be used for commercial purposes.
- The computers are only meant for instruction. The user logged in at the console has precedence over users logged in via the network. Departmental bookings for scheduled instruction has the highest priority.
- SUNET:s and LUNET:s rules are to be obeyed when using the computer networks. If the board of Studies has stricter rules, these are to be followed.
- E-mail and contributions to the conference system are to follow normal ethics and morals.
- Take care of the equipment. Changes to the equipment is not allowed..
- Food and beverages are not allowed in the computer rooms.
- Computer games are not allowed in the computer rooms.
- After working in the rooms, users must leave the rooms tidy for others.
- The card is personal and may not be lent to anyone.
- Card and PIN-code must not be kept together.
- A lost card must be reported immediately.
- You are required to be able to show your card to security guards or other persons authorized by the university.
- Do not let anyone unauthorized into the university with your card.
- By registering the card for use at the library, you automatically accept their terms and rules.
- If you break the rules or the card is misused it may be taken into custody by a security guard or other person authorized by the University for Further Investigation.
- DDG has got the right to when necessary and without notice take part of your files and e-mail. E-mail is to be regarded as postcards. According to Swedish law, no one is allowed to access information belonging to others without permission. This paragraph is here to give DDG this permission.
- DDG may close the account without notice upon the suspicion of violation of these rules.
- Logs can be used to investigate crime and unwanted events.
- Personal information is stored for identification and management. The photo is stored for identification and for use in photo albums. The signature isn't saved.
- Serious offences will be reported to the disciplinary committee which may lead to suspension from the school. Offences which fall under public prosecution will be reported to the police. Breaking in to another computer, stealing passwords or attempts at this are examples of serious offences.
- Ask DDG if you are in any doubt about any of the above.

I have read and understand the rules above.  
I approve that my name, e-mail and homepage is published.