

## **Information Technology Charter: Proper use of information technology at HES-SO Genève**

### ***Introduction***

This charter sets out the rights and responsibilities of user(s) of information technology resources of the Haute Ecole Spécialisée de Genève (HES-SO Genève). It applies to all users, students, teaching personnel and members of the administrative and technical staff.

### ***Definitions***

- "User" shall mean members of the administrative and technical staff, members of the teaching staff, students of the university, as well as any individual to whom the University Management or Shared Facilities grants temporary access to the information technology resources.
- "Information technology resources" shall mean namely the hardware, software and computer applications, access to the local area network and the Internet, electronic mail, as well as any servers and databases that the HES-SO Genève makes available to users.

### ***User rights***

Each user shall have the right to:

- access to information technology resources based on the permissions assigned to his/her user profile;
- information relating to the information technology resources and services offered by the University;

### ***Safety***

- The user shall contribute to improving the operation and safety of the information technology resources by respecting the safety rules and instructions and by immediately reporting any perceived irregularity to the persons in charge;
- Each user shall identify himself/herself clearly. Under no circumstances may he/she usurp the identity of another user, act anonymously or assign his/her rights to others. The user shall be responsible for use of the resources to which he/she has access.
- Under no circumstances may the user log on to more than one network at once as this may result in security breaches within the system.

### ***Use of personal equipment***

Each user who logs on to the HES information technology resources via third-party equipment shall ensure:

- their safety (installation of the vendor's security patches for basic software and any updates installed, anti-virus updates, etc.);
- that his/her software and files respect all intellectual property rights.
- Each user logging on to the wireless network does so using one of its standard network UTP cables and shall ensure that the University's network connection is not disrupted.
- If no connection is available, he/she may, in exceptional circumstances, use a wall socket located at one of the University's access points as long as this does not disturb other users of the device in question and everything is properly reconnected afterwards.
- The user shall ensure that he/she only connects to the network using the IP address supplied by the DHCP server (configuration in automatic mode) and that under no circumstances is a static IP address, even one defined by a DHCP lease, to be configured.
- The WiFi network may only be accessed from HES-SO Genève's terminals using authenticated encryption schemes. The account used for this connection shall be the user's personal account which may not be assigned to third parties.

### ***Conditions of use***

Reference should be made to the "règlement d'organisation de la HES-SO Genève" art. 76, completed by following points:

- Information technology resources are for professional use only. Use for personal purposes shall be occasionally permitted, within reason. The dissemination of non-professional data (commercial, personal, political, etc.) is strictly prohibited;
- The modification, destruction or reproduction of information technology resources without the consent of the Information Systems Management is prohibited;
- The sending of mass electronic mails without prior approval of the University Management, Communication Services or Information Systems Management is prohibited;
- Data received and transmitted must respect the law, accepted principles of morality, as well as the dignity and reputation of the University and its members. In particular, any content that is defamatory, libellous, abusive, racist, sexist, violent or pornographic in nature is prohibited.

**Confidentiality and intellectual property**

- The dissemination, modification, communication, reproduction or destruction of data that belongs to others without their consent is prohibited. The dissemination of confidential or sensitive data without the prior consent of the owner is prohibited.
- The user shall respect intellectual and commercial property in compliance with the existing legislation.

**System engineers and administrators**

The system administrators will be appointed by the Information Systems Management. They are bound by secrecy requirements. The system administrators have computer installation and administration rights. They are responsible for ensuring the best course of action and the surveillance of the system for the benefit of all. If the system administrator is aware of events or acts that are contrary to the proper use of the information technology system, he/she shall immediately inform the Information Systems Management.

**Availability of software for students during their studies.**

The Information Systems Management or the HES may need to provide access to software that is vital for students to satisfy the requirements of their coursework. Students shall be responsible for deleting this software from their workstations at the end of the course, if this does not happen automatically.

**Inspections**

Reference should be made to the "règlement d'organisation de la HES-SO Genève" art. 76, paragraph 4 & 5. In order to verify that the conditions set out above are complied with, the Information Systems Management will perform regular spot-checks. The use of information technology resources shall be recorded (e-mail recipients, URLs visited, etc) and may be consulted upon request by the academic and administrative authorities.

**Disciplinary action**

A serious or repeated violation of the guidelines set out above may result in the withdrawal of access from the HES-SO Genève's information technology resources. Moreover, such misuse shall be reported to the academic authorities and/or relevant administrative bodies for the enforcement of disciplinary action. The user may be held liable for any costs arising from such misuse and resulting from his/her identification, as well as any subsequent legal proceedings.

**Environmentally sustainable use**

Wherever possible, use recycled paper. Avoid printing documents if not really necessary. Switch off computer equipment (computer, monitor, printer) if you are going to be away from your workstation for any length of time.

Please contact IT support on 022 54 6 23 23 if you require any advice in this regard.

Validated by the Information Systems Management, Version 1.3 adapted in September 2016.

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As a member of the HES-SO Genève in my capacity as a student, member of the teaching staff, member of the non-teaching staff, member of the administrative and technical staff, or authorized guest, I hereby declare that I have read the Information Technology Charter and undertake to comply with its spirit and letter.

**Last name:** \_\_\_\_\_ **First name:** \_\_\_\_\_

If you are a student, please provide degree title: \_\_\_\_\_

Teaching staff \_\_\_\_\_  Non-professorial teaching staff \_\_\_\_\_  Administrative and technical staff \_\_\_\_\_

Authorized guests

**Please return to reception<sup>1</sup> dated and signed. Thank you.**

Date: Geneva, on \_\_\_\_\_ Signature: \_\_\_\_\_

NB: The signed Charter should be kept in the file of the staff member/students. In the case of authorized guests, the University Management shall determine where they are kept.

<sup>1</sup> Exemptions:

- for new staff: the signed Charter should be returned directly to Human Resources and
- for students: the signed Charter must be received directly by the person supplying the access codes to the University's information technology resources.