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This document is a translation of the Swedish original. In the event of any discrepancy between the translated document and the Swedish original, the original shall prevail.

Use of IT resources

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1. Introduction

Human communication or publication that occurs in IT activities is no different from communication between people in other contexts. Ethical norms and rules accepted in society at large should apply. Luleå University of Technology has also established the following rules for IT in its operations.

1.1 General

The use of IT resources at Luleå University of Technology should primarily be related to the university's operations. Private use is allowed to some extent if it is not driving support costs or disrupt other operations.

1.2 University's IT Resources

The university's IT resources are owned by the institution and are intended to be used in and for the institution's mission to provide education, research, and related administration, as well as for collaboration with the surrounding community. IT resources include software/licenses, computers, computer networks, other IT infrastructure, and all other peripherals used in connection with handling information in digital form. IT resources may only be used by authorized users. The use of IT resources must not violate applicable legislation and regulatory requirements, SUNET's rules, or Luleå University of Technology's guidelines and rules. When using Luleå University of Technology's IT resources, the university's name, reputation, and good standing must be protected. Use must also not violate SUNET's rules (Rules for connection and use of SUNET).

2. Use of Luleå University of Technology's IT Resources

It is not allowed to:

- Gain access to network resources or computer resources without approval.
- Damage or destroy digital information intended to be preserved.
- Disrupt or interrupt the intended use of Luleå University of Technology's IT resources.
- Waste available resources (e.g., cause extra load on support, network, hardware, or software).
- Use available resources for commercial purposes.

Luleå University of Technology's IT resources must not be used to improperly spread, store, or transmit information:

- In violation of applicable legislation.
- That is considered political, ideological, or religious propaganda.
- That can be perceived as offensive and disturbing.
- In activities unrelated to the university.
- That otherwise disrupts the university's activities.

By law, it is forbidden to view, delete, or change others' information in computers and on data media without permission.

3. Unique User Identity

Each individual who is to be granted access to IT resources within Luleå University of Technology must be identified with a personal user identity stored in the university's central authentication system.

Exceptions to this rule are allowed provided that:

- The resource does not contain or allow changes to critical business information.
- The resource does not provide access to confidential information.
- The resource does not handle personal information according to applicable laws.
- The resource is not integrated with other systems where authentication is done against Luleå University of Technology identity.

Temporary or permanent exceptions from the above can also be decided in writing in individual cases by the university's IT manager if the needs are considered sufficient.

3.1 Authorized User – User Identity

An authorized user is one who has been granted permission to use Luleå University of Technology's IT resources.

- The authorization is personal and may not be transferred or otherwise made available to another person.
- It is not allowed to use someone else's authorization.
- The user identity must not be deliberately hidden when using the resources unless required by the activity.
- Each user is responsible for continuously keeping informed about the applicable rules for the use of Luleå University of Technology's IT resources.

Assigned authorization ceases to apply when employment, studies, or other affiliation with Luleå University of Technology ends. Luleå University of Technology has the right to terminate assigned authorization after more than six months of continuous

inactivity unless a special agreement between the authorized user and Luleå University of Technology states otherwise.

3.2 Password

Passwords must always be handled securely. Passwords are for the user's and computer systems' security and are strictly confidential.

- The password is personal and must not be made available to others. Each user is responsible for ensuring that their password is kept inaccessible.

Passwords used for identifying Luleå University of Technology identity must not be reused in other contexts or against other systems that do not use Luleå University of Technology identity for authentication.

4. Use of Software Licenses

4.1 Procurement of Software Licenses

At Luleå University of Technology, all purchases must be made according to own or state framework agreements if such agreements exist. This means that when procuring requested software, existing agreements and conditions must be checked. The possibility of coordination must be investigated by IT service or IT coordinator so that the purchase can be used cost-effectively for Luleå University of Technology.

4.2 Installation and Use of Software

- Software installation must not be performed without a valid license for each installation. Contact IT service for support if unsure.
- Each individual user is responsible for ensuring that their use of university-procured software and associated software licenses complies with the license agreements' terms.
- Software and license codes must be handled in such a way that improper distribution and use are prevented.
- Employees may only use software and software licenses on a private computer or equivalent if the agreement with the supplier allows this.
- Procurement/download of free software on an LTU-owned computer intended for work-related use is possible. However, the supplier's license terms must always be followed; in case of doubt, contact IT service.
- Privately owned software and software licenses for private use must not be installed on the university's IT resources.

Read more about software and software licenses in "Rules for the use and management of software and software licenses."

5. Use of the Internet

The Internet is intended to be used for Luleå University of Technology's activities. When using it, it is forbidden:

- To visit websites with pornographic, racist, or other content that may cause offense.
- To "download" programs and files that may affect IT security; if unsure, contact IT service.
- To distribute and/or possess copyrighted material without the rights holder's permission.

6. Use of Email

The assigned email address is intended to be used for Luleå University of Technology's activities.

All email communication related to the institution's activities must be conducted through the institution's assigned email account in the university's central email system to clearly indicate to the recipient that the email originates from the institution and concerns the institution's activities.

Limited use of the institution's email account for private purposes is allowed, provided that Luleå University of Technology's operational rules are respected.

All users (who should have an @ltu.se address) should automatically receive delivery to the university's central email system. Routine or automatic forwarding may only occur to an @ltu.se address. Deviations from this may only occur after written decision by the IT manager.

When using email, it is not allowed to:

- Use Luleå University of Technology's email for commercial purposes.
- Manually forward their email without leaving a copy in the university's central email system.
- Attach confidential information.
- Use the university's email for political or commercial purposes and other purposes that conflict with the university's activities.
- Distribute and/or possess copyrighted material without the rights holder's permission.

Assigned authorization ceases to apply when employment, studies, or other affiliation with Luleå University of Technology ends. Luleå University of Technology has the right to terminate assigned authorization after more than six months of continuous inactivity unless a special agreement between the authorized user and Luleå University of Technology states otherwise.

7. Control and Monitoring of Luleå University of Technology's IT Resources

Users who, when using Luleå University of Technology's IT resources, discover errors or other matters of importance must immediately report this to IT service. Violations of the rules in this document must also be reported to the immediate supervisor.

IT resources are monitored, and events are logged. These logs are saved and archived in accordance with applicable rules on sorting and archiving and can be checked by Luleå University of Technology if necessary, among other things, to find evidence of possible rule violations.

Disclosure of information occurs on the assignment of the HR unit according to the usual routine.

7.1 Consequences of Violating User Rules

In case of violation of these user rules, the user may risk being completely or partially suspended from the university's IT resources.

- Employees may be reported to the personnel responsibility committee.
- Students may be reported to the disciplinary committee.

In case of suspected criminal offenses according to the Penal Code, a police report will be made.