

# Rules for internet and e-mail

These rules concern use, follow up and control of the use of internet and e-mail at Lulea University of Technology. Original document from the Chancellor's decision "Regler nr 147-06 , DNr 2268-06"

## Free translation of the these rules, very short version

Local rules - policies for use, follow up and control of use of internet and e-mail at LTU.

### 1. Use

Internet and e-mail are tools for your work and may not be used against Swedish law, disrupt our security or cause excessiv load on the computer net.

All use should be according to the ethic rules of Lulea Universty of Technology.

It is not allowed to visit sites which show extreme political views, rasism, terrorism or contains pornography unless what is necessary for our education or research.

### 2. Follow up

All use is followed up in a log-file. The time, who-to, from-who, computer, transferred signs and the protocol used are logged. The e-mail is logged for who-to, from-who, the time and the amount of message.

The log is saved for 30 days and on backup tapes for 6 months.

### 3. Investigation

The Chief of HR (Human Resources) is responsible for the decision when a detail investigation is allowed to use the log.

### 4. Control of e-mail

Normally LTU does not control the content in emails. In specific cases like danger for information security or suspicion of crime - the Chief of HR has the authority to look into a user's email.

The deans may take a necessary decision to look into an email - if the University has to fulfill a question under the law of public availability.

(Responsible for translation but not content IT-coordinator, Bengt-Olov Jansson)