

IT regulations at HBV

When opening an account at the HBV's computer system, these IT regulations are considered read and accepted.

Area covered by these regulations:

These regulations cover all use of HBV's computer system.

Use of HBV's computer system:

Use of HBV's IT resources are meant to fulfill HBV's purposes. It is forbidden to use HBV's IT resources for purposes incompatible with HBV's ethical or moral standards. Use of HBV's IT resources to something that is contrary to Norwegian law may lead to sanctions.

It is not allowed to use HBV's IT resources without getting permission in advance. To get a user of HBV implies that permission is granted for appropriate use.

It is not allowed to use HBV's IT resources in a way that takes up more resources than necessary, taking the available resources into account. Use not justified in HBV's purposes shall not occupy more than insignificant resources.

IT resources should not be used in a way that may impair or violate their integrity. This also applies to the use of personal equipment.

Users are obliged to follow orders and instructions from IT staff regarding the use of IT resources. Where required, users must identify themselves. A user's password or other key must be kept secret and should only be used by the correct user.

Upon termination of employment or termination of studies on HBV, the user must clear their accounts. Files that belong to cases that has been on the agenda of an employee shall be submitted to the employee's supervisor for review. The files will not be deleted until the individual faculty or unit has approved. Files that do not belong to specific matters must be submitted to the immediate supervisor who determines whether the file should be deleted.

User rights

HBV sets clear standards and guidelines for what is acceptable use of HBV's IT resources.

HBV will make available updated information to users about relevant issues on IT resources and users' application of these.

All users are entitled to privacy and data integrity. HBV will endeavour user privacy and integrity of user data. HBV shall not disclose information about individual users or their data where this is not stated in the adopted regulations or requirements of the legislation in general.

Interventions and sanctions

Violations of IT regulations may result in sanctions by HBV. Penalties or sanctions due to the use of IT resources shall not deviate from sanctions due to different behaviour at HBV. Sanctions shall be determined by the responsible administrative unit.

IT staff is responsible for system functionality and integrity. IT staff in HBV can perform any procedure to ensure the system's functionality. Before intervention users will be notified as soon as possible.

Disclaimer:

HBV is not responsible for any data loss, service loss or other loss resulting from the failure of IT services. HBV cannot deprive users their rights or hold them accountable due to the actions or inaction where there is failure of IT services is the reason for this.

Guidelines for the use of IT regulations in HBV

The following list provides examples of restrictions embodied in IT regulations, the list is not exhaustive.

- HBV's computers are only available to staff and students of HBV. Students will have access to the equipment necessary for the completion of their studies. Commercial use of HBV computers are not allowed.
- All accounts must have a responsible owner who ensures the account is not abused.
- All accounts must have strong passwords. Personal passwords must not be disclosed. It is forbidden to loan passwords to others or help other users to gain access HVE's computer system by any other means. If the user knows of, or suspects that an unauthorized user has learned the user's password, the user is obliged to immediately change the password.
- User-accounts are strictly personal. Logging on or attempting to log on with other users' user-name and/or password is forbidden. It is also forbidden to identify oneself as somebody else in all use of the computer system.
- The users are obliged to follow and abide by the messages from the operating staff. These notices will be issued via e-mail at login, by posting, information on Fronter, HBV.no or terminal messages.
- Users are required to avoid unnecessary and excessive use of resources, especially to the extent it affects others.
- • Users' home directories are private. Other users only have access by explicit permission of the owner.
- Malicious behavior is not allowed.
- Any activity that you know, or should have known, put safety or operational stability by HBV's equipment at risk is strictly prohibited. It is assumed that users have previously familiarized themselves with the use and impact of the software they use. Users who find security holes or similar errors are obliged to report to the operations staff.
- It is strictly forbidden to use HBV's machines in intrusion and other attacks on other installations. All attempts to unlawfully obtain access is regarded as burglary, no matter how good the intentions might be.
- When printing large jobs, show consideration to other users printing needs. Keep the printer area tidy.
- Avoid overfilling storage disks. Avoid storing unnecessary files. Move files you do not use daily to other storage media.
- Copying copyrighted software packages you gain access is to is not allowed.
- The use of file-sharing programs to download media files is not allowed.
- Inform IT service if you leave as a student before completing the study.
- Please note that any use of Fronter logged for each user.
- It is not permitted to distribute copyrighted material or links thereto via the website, your home or public areas or e-mail.
- Passing large amounts of data to people who have not asked for this (mail bombing / spam) are not permitted.
- It is not allowed to make internal system information available (system logs, network design etc.)