



Guidelines for computer use¹

These guidelines were finalized by the Vice-Chancellor on 28-11-2023 and take effect on 01-12-2023

Registration number HS 2023/978

¹ This is a translation of the Swedish version (Riktlinjer för datoranvändning, registration number HS 2023/782). In the event of any discrepancy, the Swedish version of this document shall prevail.

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1 Introduction

This document describes general rules for usage of user accounts, computer network and system resources at the University of Skövde.

These Guidelines for computer use are a part of the University of Skövde's information security management system.

The use of the University of Skövde's computer network and system resources aims to facilitate studies, education and research as well as the fulfillment of ordinary tasks. Other areas of use may be permitted unless it interferes with ordinary work tasks or harms the University.

The University cannot be held responsible for system function or availability.

2 Rules

- All usage of user accounts and computer networks follow Sweden's laws and by-laws,
- User accounts, password and codes are individual and shall only be used by the intended individual,
- University computers, mobile devices and other network-connected equipment must have relevant protection such as anti-virus, anti-spyware and firewall, and finally
- that SUNET's (Swedish University NETwork) ethical rules apply. SUNET considers it as unethical when someone
 - tries to access network resources or other IT resources without having the right to
 - attempts to interfere or disrupt the intended usage of the network
 - clearly misuses available resources (personnel, hardware, software)
 - attempts to damage or destroy computer-based information
 - infringes personal privacy
 - tries to insult or offend others.
- Anyone who discovers errors, failures, violations, irregularities or other problems must report this to the Helpdesk as soon as possible.

At the University, all traffic is logged in order to ensure traceability in the event that the University needs to investigate an incident or other harmful matter. Successful and unsuccessful login attempts are also saved in order to be able to investigate any security incidents afterwards.

Any person found violating or suspected of violating these rules may have their user account suspended during investigation. Furthermore, disciplinary or legal action can be taken depending on the extent of the incident.

Access to the user account and computer network is time limited and expires when the studies, employment, project or equivalent ends. The user account will then be inactivated unless another agreement exists.

Current guidelines are available through the University of Skövde's website.

3 Other

When the guidelines are revised, the University is obliged by SWAMID (Swedish Academic Identity Federation) to send these through e-mail to all users who have an active user account that is exposed to SWAMID.

4 Taking Effect

These guidelines take effect on 01-12-2023 and replace *Rules for computer use* (HS dnr 2021/978)