

Rules for using the CTU network

The Order of the Rector N. 8/99 of July 1, 1999

1. Basic terms

In these rules, the „User” means anybody who uses the computer, terminal or any other device connected to the CTU computer network. The term „computer network” or shortly „network” means the aggregate of technical and software computer devices necessary to connect the users. „Legal software” means software obtained in compliance with the law including the intellectual property rights. The term „computer” technology is used for the computer network and computer devices including the programs.

2. Administration of the network

- 2.1 The CTU computer network is a hierarchical, distributed network of interconnected computers. It consists of domains (sub networks) which are created according to the individual CTU parts and their locations. The domains are usually subdivided into subdomains of individual departments and workplaces.
- 2.2 The CTU Computer centre administers the CTU network as a whole. Its director appoints the CTU computer network administrator. The Computer centre is in charge of the overall operability of the system; it keeps the record of its users and can monitor the data traffic in the network if necessary. The purpose of the monitoring is to optimise the operation of the computer technology, to detect abnormal states and to prevent them and to detect the cases of breaching the rules of using the CTU network.
- 2.3 The individual domains are administered by those CTU parts, which have created them. The individual administrators appointed by the Deans of the faculties or the Directors of the non- faculty component are in charge of the administration. The administrator maintains the up-to date the record of all users in a domain and passes this information on the CTU network administrator in regular intervals. He/she is obliged to ensure that every user from the domain was provably acquainted with the rules of due using of the CTU network and confirms in writing that he /she knows the rules and that will observe them.
- 2.4 Employees appointed by the head of the department or the workplace are responsible for the operation of the computer technology in the departments, institutes and workplaces. These employees are also contact persons for communication of the department with the domain administrator and they are, among other things, responsible for the fact that the operation of the devices overseen by them does not infringe the operation of the whole CTU network. Therefore, they consult all changes in subdomain configuration with the administrator of the domain in advance.
- 2.5 Each multi-user computer has its administrator who is responsible for the assignment of his/her user account and other resources on this computer. The administrators of multi-user computers are appointed by the head of the department or by an employee who is in charge of the operation of the computers at the workplace.

3. Obligations of the users

- 3.1 Each user has to participate in a training prior to commencement of work or he/she has to prove in another way that he/she is able to use this technology and also has to confirm in writing that he/she will observe the CTU network rules.
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I have been acquainted with the Rules of using the CTU computer network (the Order of the Rector N.8/99 of July 1, 1999) and the obligations pursuant to art.12 of the Directive of the Dean concerning the bachelor and follow-up master study programs at the CTU, Faculty of Biomedical Engineering.

Surname:..... Name:.....

Studied branch:.....

Date:..... Signature:.....

- 3.2 The user can use the computer technology only in compliance with the academic purpose of the CTU network. It is forbidden to use the CTU network for other legal entities or to allow such a use without the prior written consent of the rector or a person authorised by him.
- 3.3 The user works with the computer technology only under the username, which was assigned to him/her. He/she has to keep the password to his/her username secret to prevent its misuse. The user is fully responsible for the damage, which could occur because of the misuse of the password due to negligence.
- 3.4 The access rights of the user are set by his/her user name. The user must not try to obtain the access rights or a privileged state, which was not granted to him. He/she must not try to gain access to protected information and data of other users. If the user gains the privileged state or access rights by any means (including the software or hardware mistake of the system) which do not belong to him/her, he/she is obliged to inform the domain administrator about this fact without undue delay.
- 3.5 The user must not make such changes to the computer technology, which could influence the operation of the network. This activity is reserved for the professionals from the computer centre, domain administrators and employees responsible for the operation of the computer technology in departments and workplaces.
- 3.6 The user must not perform such an activity, which would harm other users or prevent them from due using of the networks.
- 3.7 The user must not use or spread illegal software and copy and distribute parts of the operation systems and installed programs without consent.
- 3.8 Each user is fully responsible for all information, which he/she made public in the CTU computer network. The same ethics as applies to conventional mail applies to using the email and making the information public on computers. It is explicitly forbidden to use the computer network to distribute materials spreading of which or publicizing of which is in conflict with the law. It is also forbidden to bother other users by sending chain letters to randomly selected addresses. It is forbidden to use vulgar language in letters and materials intended for more people.
- 3.9 If the user accesses other networks from the CTU network, he / she must observe the rules of these networks.
- 3.10 Through the computer network, the user must not spread the information harming the CTU.
- 3.11 The user, who will intentionally and grossly breach these rules, will be forbidden to access the CTU network. This does not exclude the possibility of other sanctions arising from the breach of duties of the employee or the student.

4. Final provisions

- 4.1 This order becomes effective on the date of making it public.

The Regulation of the Dean concerning the bachelor and follow up master study programs at CTU – FBME, article 12 – Obligations of students

Apart from obligations stipulated in the Act on Universities, each FBME student is obliged to:

1. follow the official FBME board during the whole term of studies (<http://fbmi.cvut.cz>), the news for students on the web page of FBME, information obtained through the faculty email and KOS. The student is obliged to observe the instructions stated there.
2. use the faculty email address from the fbmi.cvut.cz domain during the whole course of studies.
3. participate in preliminary enrolments to compulsory-optional and optional subjects.
4. participate in the basic work safety training and also in further trainings and examinations pursuant to sec. 3 or 4 (according to the studied branch) of the Regulation N. 50/1978 Sb., On professional qualification in electrical technology, on the day of enrolment to the first year of studies of the given branch or possibly on a replacement date prior to the commencement of the semester. If the student fails to do so, he/she cannot participate in lessons in the laboratory. This training is confirmed in KOS by granting the assessment as part of the compulsory subject 17BOZP.
5. be present to the Instructions and acquaintance with the rules of operation and possible risks at FBME laboratories.
6. inform the study department of any changes in personal data within 8 days. It especially concerns the change of the place of permanent residence (address) which is used for the service of documents and as grounds for preparation of accommodation scholarships.