



## **Mandatory Rules on the Use of Computers and Computer Networks**

The connection of the IOCB computer network to the Prague academic network PASNET also provides access via the National Research and Education Network CESNET2 to the global computer network INTERNET. Violation of the network operation by any irresponsible behavior may lead to significant damage. I declare therefore „Mandatory Rules on the Use of Computers and Computer Networks“ applicable at the Institute of Organic Chemistry and Biochemistry, Academy of Sciences of the Czech Republic, v.v.i. (IOCB) determining what is allowed and what is not allowed within the computer network of the Institute. These rules form the basis for a possible prosecution of violators of the network operation.

### **1. Definitions and Terms**

- a) The terms „computer network“ or „network“ in these rules denote the sum of software resources necessary to connect computers. The term „computer resources“ refers to a computer, computer network or both. Expression „of the Institute“ denotes computer resources administered by the Institute. Adjective „external“ refers to such computer resources that are managed by other subjects but can be accessed by the computer resources of the IOCB. If no such attribute is used, both types of computer resources are meant. Note: The nearest external network is the network PASNET.
- b) Institute's computer network administration is provided by the group of Information Technology (IT) of the Institute. For this group we use the designation "Network Management".
- c) „Network Administrators“ are the authorized Network Management personnel. „Responsible personnel“ are persons who have been entrusted with responsibility for the operation of computer resources within each research group or workplace of the Institute. If there is no explicitly designated responsible person for a specific computer device, the responsibility passes to the person who has the computer device in their inventory. A „user“ is everyone who uses the computer resources. Responsible personnel are also the liaison personnel for the communication between users and the Network Management and administrators.
- d) „Illegal software“ means software which has been obtained in breach of law, particularly the Copyright Act of the Czech Republic and the international treaties on copyright protection.

## **2. Fundamental Provisions**

a) These rules apply to all computer resources of the Institute and to all computers or terminals (foreign, leased etc.) that are in any way connected to the computer resources of the Institute.

b) It is strictly prohibited to connect any computer resources, terminals or network elements that are not owned by the Institute to the network of the Institute. Exceptions may be granted by the Director of the Institute.

c) Computer resources of the Institute are intended for the use of authorized users only and solely for professional purposes. Authorized users are:

- Scientists and professional staff of the Institute, internship participants, diploma students, PhD students and foreign guests of the IOCB
- Other employees of the Institute who need computer resources to perform their work
- Other parties only with the permission of the Network Management of the Institute.

d) The basic services of the computer network of the Institute are:

- Domain Name Server
- Electronic Mail
- Web servers (WWW), used for the external presentation of the Institute and for publication of internal information
- File servers, reserved for file transfer within the computer network of the Institute
- Interactive access to selected servers of the IOCB using secure protocols
- Provision of computing time on the computers connected to the network of the Institute, with access to software to which the Institute has a license for general use
- Other services of the internal computer network that allow access to the multi-license software, databases and internal information of the Institute.

e) The operation of the computer network of the Institute is monitored by the Network Management. The purpose of the monitoring is function optimization of the computer resources, detection and prevention of abnormal conditions and detection of attempts of unauthorized access to computer resources of the Institute. If monitoring reveals any unauthorized or illegal activity, the records will be provided as a basis for disciplinary or criminal prosecution. Otherwise, the monitoring records are strictly confidential.

## **3. Obligations and Rights of the Users of Computer Resources**

a) Each user is obliged to keep acquainted with the operation procedures of all external networks and computer resources in their use, and observe these rules.

b) The user may use the computer resources solely within their job description and in accordance with the research and educational mission of the Academy of Sciences

of the Czech Republic. It is prohibited to transfer files with content contrary to law. It is prohibited to use the network for commercial purposes (advertising, training, provision of information, software or data against payment etc.).

c) The user will work on the computer resources solely under the user name allocated. The user selects a password and maintains it in secret so as to prevent any possibility of abuse; when choosing a password it is required to follow recommendations of the Network Management. The user is responsible for damages resulting from a misuse of his/her user account, enabled by a negligent treatment of the password.

d) Access rights are given by the username and participation in user groups. The user may not in any way attempt to gain access rights or privileged status that had not been assigned to him/her by a network administrator. If the user gets a hold of access privileges or privileged status that do not belong to him/her (e. g. by a hardware/software error of the computer) the user shall immediately notify the network administrator. This paragraph also applies for any external computer resources to which the user gains access.

e) If the user intends to discontinue work on the computer resources where his/her account is located, for an interval longer than two months, he/she is obliged to consult it in advance with the responsible personnel. Otherwise his account and files may be deleted.

f) It is prohibited to deliberately use or distribute illegal software and computer viruses. The user may not attempt to gain access to protected information, programs or data of other users. It is also prohibited to copy and distribute parts of the operating system, installed programs or files unless the copyright holder has explicitly given a permission to do it (this applies to copying both from and to the local network).

g) It is prohibited to deliberately interfere with the work of other users or disturb the performance of the network (e. g. by excessive burdening of the network resources). For access to the services of external networks the user must use the nearest servers that provide the desired service and, if possible, outside the working hours of the local users of these servers.

h) The use of electronic mail is subject to the same ethical rules as the ordinary mail. A mail message has an open character (the administrators have the right to check the message content). It is prohibited to use the Institute resources for commercial purposes, political or religious propaganda. The user is required to use all means to avoid the sending of bulk unsolicited e-mail (spam). In the working affairs it is obligatory to use e-mail address of the IOCB.

i) The user must not arbitrarily change the configuration of the computer or terminal connected to the computer network of the Institute in a way that could affect the network performance. Such changes in the configuration ought to be discussed in advance with the network administrator.

j) The responsible personnel must ensure maximum protection of entrusted property in such a way that it cannot be misused by person(s) outside the Institute for

activities contrary to the rules of INTERNET ethics or even for criminal activity. This means:

- To use only such software or network services that are necessary for professional work
- To secure the computer by resources of the operating system and, in MS Windows, to use appropriate antivirus programs
- To ensure appropriate configuration and correct setting of the software, including relevant updates (esp. security patches for Microsoft's products, new databases of viruses for antivirus programs).

Users can not rely on the default configuration of clients and server applications for networks, or on the state in which the software is supplied and installed by the provider.

k) In case of a misuse of computer resources through the network the responsible personnel are obliged to notify the IOCB Management and the Network Management. The responsible personnel are obliged to perform corrective measures without delay.

#### **4. Conditions of Use of the Web Service**

a) WWW space available on the servers of the Institute is designated entirely for publishing of professional information i.e. information directly related to the job description of the employees. It is prohibited to use the servers or other technical resources of the Institute network for distribution of personal information, to create links to personal information or to use the network for commercial purposes unless it is an economic activity authorized by the Institute.

b) The heads of teams bear the responsibility for the content of the Web documents located on the servers of the Institute. Web documents and their amendments and adjustments represent a special type of publication and are subject to approval by the head of team, prior to saving to a server. All-Institute information is located on the main server of the Institute, its content falls within exclusive cognizance of the IOCB Management and is administered by an authorized employee.

c) While creating an INTERNET presentation the employees are required to comply with the provisions of the organization manual of the IOCB, in particular Articles 9 and 10, and the contracts of employment, especially Article II, paragraph 3 and 4. Documents must meet the specification of HTML, W3C-defined, or the specification of PDF by Adobe.

d) The employees of the Institute are not allowed to publish web documents relating to professional activities of the Institute and its staff on servers outside the Institute (in the web space of other organizations). The Director may grant an exception, e. g. in case of an official cooperation.

## **5. Obligations and Rights of the Network Management**

- a) The Network Management and its administrators are obliged to ensure that the computer resources of the Institute are used in accordance with these "Mandatory Rules".
- b) Physical connection and disconnection to the network of the Institute or changes of the network architecture and topology are managed by the Network Management employees on the basis of their decision. Exceptions are granted by the Network Management.
- c) The possibility of connecting other computer technology devices to the network of the Institute is under consideration of the Network Management.
- d) In the event of the network failure, the administrator has the right to disconnect the network segment that is causing problems for a necessary period of time to maintain functionality of the Institute network. The Network Management will inform concerned users about the origins of problems and the procedure of troubleshooting.

## **6. Sanctions for Failure to Comply with These Rules**

- a) Failure to comply with the "Mandatory rules" of an employee of the Institute will be considered as a breach of fundamental duties of employees under § 73, Article 1, letters b), c) and d) of the Labor Code. Violation of these obligations is a violation of work discipline and the IOCB Management may sanction the guilty employee in compliance with the Labor Code.
- b) Failure to comply with the "Mandatory rules" of persons who are not employees of the Institute may be sanctioned by denial of rights of access to the computer resources of the Institute without compensation.
- c) Gross violation of the "Mandatory Rules" may also be subject to prosecution under civil or criminal law.

Hereby I revoke the "Order No 10/2005".

In Prague on 9th October 2009

RNDr. Zdeněk Havlas, DrSc.  
Director