

# Niels Brock's IT-policy.

These guidelines for use of the educational network at Niels Brock describe rules and conditions for the use of IT-hardware and software by pupils, students and course participants.

The guidelines cover all educational programmes at Niels Brock but there may be some local variations and adjustments at the departments.

The laws on property rights, protection of personal data and other Danish legislation are, of course, in force at Niels Brock as everywhere else.

## General

Niels Brock's IT-facilities and IT resources are freely available to users, and we expect from you as a user that you treat the facilities in a proper and considerate manner. It is our intention to give all the users the best possible conditions by making the IT facilities and IT resources available with as few restrictions as possible.

The IT guidelines have been subdivided into sections describing different situations in order to give a comprehensive description of the IT usage at Niels Brock as a whole.

## User Account – Network Account

Each pupil, student or course participant will be given a user account in order to be able to log onto the network and Brock Online. The user will, additionally, be given one or several drives on the server along with an email account. The opening of a user account will be effectuated within 24 hours of registration with the administration. Apart from specific exam situations, manual user accounts cannot be opened. The user account will be valid for up to 180 days after the end of your educational programme or after you have left Niels Brock.

The user account is accessible around the clock. The IT department will, however, only supervise the system during its opening hours.

When the individual user has had his/her user account opened, the user account will generate a document containing information on user name, password etc. The document is only available to the administration and can be printed out as class lists

The user name will always be unique for the individual user. This means that the user may be able to reopen a user account should he/she resume his/ her studies at a later date, no matter the duration of the period of absence.

The user account is personal and it may not be passed to anyone else. The user is personally responsible for the account and its use. The user must change passwords when the account is first activated. After activation the system will require a change of passwords twice a year.

The user account comes with a personal drive on the server (M-drive) and a personal drive on Brock Online – both with a 50 MB storage facility. The user may save educational relevant data on this drive. Only the user has reading and writing rights to this drive.

Besides, the user has access to a G-drive – a group drive for the class/group, which can be used only by users in the specific class/group of students.

At some locations, an additional S-drive will be available, using exclusively the programme Super type.

Every night a backup will be taken of all drives over a two week cycle. The primary purpose of the backup is thus to re-establish your data as far back in time as two weeks. If the user has saved essential documents as e.g. a dissertation, it is advisable to save these on an external disc as well.

### **Niels Brock computers, including laptops supplied by Niels Brock**

The Niels Brock computers are of varying capacity and size. This means that the software may be different from one room to the next, depending on the requirements and relevance for each educational programme. It is allowed to use own floppy discs, CD-ROMs or USB memory sticks to the extent supported by the computer, and the user may also use head-phones, microphones and other external units. The use of these applications or units is entirely at the user's own responsibility. Niels Brock can never be held responsible for damage to these applications or units and the user will be held responsible for any damage to Niels Brock equipment caused by these applications/units.

Users are permitted to save study relevant data on the Niels Brock computer. There is, however, no guarantee given for the data saved on any computer.

Users are permitted to erase and alter computer data not required by the computer system.

It is prohibited to transfer parts of licensed software programmes installed on a Niels Brock computer to any other unit.

It is prohibited to install unlicensed software programmes as well as software that will violate current copyright laws on a Niels Brock computer.

### **Own laptop**

Users are permitted to link their private laptops to the Niels Brock network where the wireless network is available.

They are, however, not permitted to remove the network connection from a Niels Brock computer in order to gain access to the network.

Users are permitted to connect a Niels Brock viewer or projector with their own laptops. It is, however, prohibited to connect any other Niels Brock equipment with one's own laptop.

The use of one's own laptop is subject to the same rules and conditions as when using a Niels Brock computer.

Niels Brock cannot be held responsible for any damage incurred to the user's laptop.

### **Printer**

On opening a user account you will be allocated a print account with a limited number of prints. The number of prints left on the print account will be reduced in step with your printing until the account has been used up. It cannot be used again until you have contacted the study administration in order to have it reopened.

The print account administration will take into consideration situations where printing is not possible due to printer errors.

The printers are used for printing materials which are relevant too your studies.

We expect users to contribute to the maintenance of the printer by refilling the paper tray. Toner change and other repairs will be undertaken by the janitors.

### **Photo copying**

The use of the copy machines for printing or copying is subject to the same conditions as the use of the printer, including the user account reduction.

## **The Internet**

As a rule of thumb the Internet is freely available to all during Niels Brock opening hours. This includes Niels Brock stationary computers as well as laptops.

It is, however, not allowed to use Niels Brock software for file-sharing, i.e. to make files stored in the Niels Brock computer system available to external Internet users.

It is allowed to download study relevant data from the Internet on condition that laws on property rights and personal data as well as other Danish legislation are obeyed.

In connection with examinations the access to the Internet and to the email account may be closed.

## **Email**

When the user account/network account is opened, an email address is made available to the user. This account may be used through the web browser at all hours, also externally.

The email system is open around the clock; it is, however, only supervised during the opening hours of the IT department. The email system may not be used to send or receive files containing operational software.

It is expected that the users use their email accounts in accordance with proper and acceptable email ethics

It is imperative that the user checks his/her email account every day as all official Niels Brock information will be issued through the user's email account.

Back up of the mail system is made regularly with the intention of re-establishing the mail server in case of down time. Thus individual email accounts cannot be expected to be re-established if emails have been erased by mistake.

The email account must not exceed 15 MB. When you approach the maximum limit you will receive several warnings asking you to clear up your mails. If you keep ignoring the requests you may end up neither being able to receive nor send emails until you have cleared up the account.

## **Brock Online**

On opening a the user account the administration will simultaneously open a Brock Online account, which can be used via a web browser. Brock Online is Niels Brock's web portal for pupils, students and course participants. Brock Online gives you access to virtual classrooms for your subjects, where your teachers will publish relevant learning materials. You may access relevant IT tools for your education, you can see your timetable, the study administration will publish relevant materials in connection with your education, etc.

Furthermore you will be provided with a personal drive which you can access via a web browser from any computer with an Internet connection.

We expect users to obey the conditions laid down in the laws on property rights and personal data as well as other Danish legislation when accessing data available on Brock Online.

As all information, which is relevant to your studies, is published on Brock Online we expect you to log on every day in order to check new information.

Under normal conditions, Brock Online will be active around the clock. The IT-department will, however, only supervise the system during its opening hours.

## **Supervision**

Normally IT-supervision of pupils, students and course participants is not used.

However, the IT-department will keep a log of electronic activities and will, as part of its routine, occasionally supervise traffic on the network, the Internet and the email. Below you will find guidelines on the data storage time of the IT-department.

Internet:	The Internet activities of all users will be logged. From the log it will be possible to see which web-pages a user visits and how long time the user spends on the web-page. It is also possible to see details of the address and name of which files and pictures the user opens. The log cannot show the contents of files and pictures. The log is generally kept for six months.
Email:	A copy of all incoming and outgoing emails is kept on the mail server. They are generally kept for six months, and during that period it will be possible to read the contents of these mails and to identify sender and recipient addresses.
Logging on and off	It is logged when a user logs on and off the systems. The log is generally kept for three months.

If a pupil, student or course participant visits websites or downloads materials which are against Danish law this may be reported to the police and the offender may be expelled from Niels Brock.

### **Fault reporting**

If any equipment is faulty or if systems do not work, it should be reported to the helpdesk of the IT-department.

It is important to use the proper procedures for fault reporting which can be found under "Help" on Brock Online. You may report a fault via your Niels Brock email account on the address [helpdesk@brock.dk](mailto:helpdesk@brock.dk)

### **Examinations**

The conditions and rules applying to using IT at any examination are described in the regulations of the Ministry of Education, so we ask the user please to consult these regulations for further information.

It must be emphasised that the use of IT at any examination is completely at the user's own responsibility.

During examinations access to the Internet or the use of the email system will only be possible if the ministerial order allows it.

### **Sanctions**

In case of doubt as to what is allowed and what is not, the users may always forward an inquiry to the IT-department helpdesk via their Niels Brock email account.

If the rules for using IT at Niels Brock are violated the IT-department will use the following procedures:

- If a user violates the IT policy by saving data which are irrelevant for study use the user will receive a warning and data will be removed without notice. The user may get the data which was removed if he/she can prove the relevance for his/her studies to the head of the education programme.
- If a user violates the IT rules laid down in the IT policy the user account will be closed for one week.
- If the user repeatedly violates the IT rules the account will be closed for at least two weeks and it will only be reopened at the request of the head of the education programme
- If violation of the IT rules continues the account will be closed altogether.
- On any suspicion of illegal activities or on discovery of evident violations the user will be reported to the police.