



RULES FOR USING COMPUTER NETWORK

1. General Provisions

- 1.1. A computer network of the ISM University of Management and Economics connects shared-use computers, printers, network servers, wire and wireless networks of the academic personnel and administrative staff; it has access to the Internet, and is connected to other Lithuanian computer networks through the Academic and Research Network in Lithuania (LITNET).
- 1.2. Resources of the computer network of the ISM University of Management and Economics are intended for studies, research, and university administration needs.
- 1.3. Shared-use computers shall be computers located in computer rooms (except lecturers' computers), libraries (except library personnel's computers), students' association, and common-use premises of the university (except classrooms).
- 1.4. Users shall be persons provided with an opportunity to use a computer network of the university. This opportunity shall be provided to students only for the period of duration of their studies at the university; lecturers and administrative staff – for the period of their employment at the university; and an opportunity to use e-mail shall be provided to graduates for the unlimited period of time.
- 1.5. ISM computer rooms have been equipped to meet study needs. These rooms are used to carry out laboratory work and tasks of different subjects, and browse the Internet for study materials. Personal information needs should be limited to e-mail and search for information. The number of seats in ISM computer rooms is not big; thus priority is given to meet study needs.

2. Users' Rights

- 2.1. Students shall have the right to log on only to shared-use computers.
- 2.2. Users shall be prohibited to connect their personal computers to university computers, except wireless network (Wi-Fi).
- 2.3. When using wireless network (Wi-Fi), users must ensure security of personal computers (virus and hacker program protection).
- 2.4. The use of the ISM computer network resources shall be permissible only having obtained a user name and a password from the IT administrator.

3. Procedure for Administration of Computer Rooms

- 3.1. ISM students, ISM employees, and persons who obtain a written permit of the office head or office coordinator may use a computer room.
- 3.2. Students may work in a computer room from Monday to Saturday, until 9 pm, if no training sessions are held or the room is booked. Using a computer room at other than indicated time shall be permissible upon obtaining a written permit of the office head.
- 3.3. Upon finishing work, a person who is responsible for the key must give it to another person present in a computer room. The key shall be given to a responsible person after a person leaves a student's card/personal identity document to the administrator and signs in the key issue journal.
- 3.4. Before locking a computer room, a responsible person shall close the windows, switch off the multimedia projector, and turn off the lights and the air conditioner.



4. Limitations

- 4.1. Transferring login data to third persons, as well as using other persons' user names and passwords shall be prohibited.
- 4.2. Using the university computer network resources for commercial activities shall be prohibited.
- 4.3. Using the university computer network resources for promotion of violence and amoral behaviour, dissemination of offensive material, etc. shall be prohibited.
- 4.4. Engaging in activities which violate the laws of the Republic of Lithuania and the international law norms shall be prohibited.
- 4.5. Users shall follow ethic norms and be responsible for information stored on a computer network.
- 4.6. Programs which impede or disturb network functioning (for example, computer viruses, network scan or network blocking software) shall be prohibited.
- 4.7. Seeking unauthorised access to remote computers or local network computers, modifying or destruction of other persons' data shall be prohibited.
- 4.8. Disconnecting desktop computers from the power source or a computer network shall be prohibited.
- 4.9. Opening a CPU, disconnecting or reconnecting cables shall be prohibited.
- 4.10. Independent installation of software shall be prohibited.
- 4.11. Sitting on tables, disturbing the work of others, making noise, bringing food and drinks, eating and drinking in a classroom shall be prohibited.

5. Responsibilities

- 5.1. Users shall be responsible for all actions performed after logging in through their user names.
- 5.2. Upon taking a key from a computer room, a person shall assume responsibility for keeping to these rules in a computer room and commit to ascertain violations and notify the office head or the IT administrator. If a violator is not identified, a person who has taken the key shall assume responsibility for violation of the procedure and losses incurred.
- 5.3. Facts of violation of these rules shall be communicated to the Commission for Considering User's Misconduct and considered in its meeting.
- 5.4. Users who impair the functioning of a computer network or damage software or hardware shall cover the losses incurred according to the current market prices.

6. Date of Entry into Force of the Procedure

- 6.1. The procedure shall enter into force as of 1 March 2008. The Rules of Computer Rooms approved by Order No. 01-06-28 of the Rector as of 28 August 2003 shall become ineffective as of 1 March 2008.