



Lab usage regulation of the Department of Computer Science (FIN)

Article 1 Frame

- (1) The regulations drafted by the Computer Centre (URZ) of the Otto-von-Guericke University Magdeburg (operating regulations for the data network of the University, administration and usage regulations of the URZ from 10/20/1999, operating regulations for the use of data processing devices from 08/10/1999), the internet regulations of the Otto-von-Guericke University Magdeburg from 09/25/2006, the house rules of the Otto-von-Guericke University Magdeburg from 10/01/2005 and the regulations concerning the safety of buildings, protection of property of Saxony-Anhalt and private property of the Otto-von-Guericke University from 08/25/2005 also apply for the decisions of this usage regulation.
- (2) According to article 76 paragraph 2 University law of Saxony-Anhalt, this usage regulation is issued as an amendment of the regulations stated in article 1 under consideration of the specific circumstances of the Department of Computer Science (FIN).

Article 2 Utilization of resources

- (1) The utilization of resources of the FIN is provided for staff, PhD students, enrolled students of courses of study offered by the FIN, and guests of the FIN. Students of other departments only receive temporary access through the work group leaders/teaching staff.
- (2) The use permit (account) is granted in coordination with the Computer Centre (URZ).
- (3) Resources of the FIN are intended for the following uses: the education of students within courses offered by the FIN, the work on seminar papers, research papers and projects, if these are supervised by the FIN.
- (4) Entrance to building 29 and the FIN labs:
 - a. Entrance to building 29 and the FIN labs is regulated by an electronic access system. Each employee of the FIN, PhD students, students and guests are authorized to receive an electronic access key (transponder) on loan against payment of a deposit amounting to EUR 10 during the membership of the FIN (employees: a valid employment contract, PhD students: doctoral status, students: period of enrolment at the FIN, guests: during the stay at the FIN).

Students of other departments can receive a transponder from the work group leader/teaching staff (a corresponding form is appended to this regulation). The transponder is only valid for one semester.

- b. The access authority for students is verified in each semester and affiliated to the renewal of matriculation. The transponder is deactivated in case of no or a delayed renewal of matriculation.

- c. The loss of a lent transponder has to be reported within 24 hours (employees, guests and PhD students have to contact the head of the laboratory; students have to contact the examination office of the FIN).
 - d. In case of the ending of an employment contract or usage authorization, or removal from the register of students, the transponder has to be immediately returned to the responsible persons (employees, guests and PhD students have to contact the head of the laboratory; students have to contact the examination office of the FIN). The deposit will be refunded by the pay office of the University. The FIN reserves its right to retain the deposit in case of non-return after removal from the register of students or loss or damage of the transponder.
 - e. Manipulation of the electric access system, the use of other keys or access to the rooms accompanied by unknown persons is prohibited.
 - f. It is prohibited to give a transponder to a third person.
- (5) A blocking of the resources by the head of the laboratory is possible in case of technical problems or imminent danger (e.g., announced or feared power failures).

Article 3 Safety instructions

- (1) When leaving the building outside the opening hours, i.e. between 10:30 p.m. and 05:00 a.m., every user has to make sure that the building is closed again since the panic locks of the outer doors are not automatically closed. If it is not possible to lock the building, security has to be called immediately (phone 11150).
- (2) In case of a stay in the building between 12:00 p.m. and 05:00 a.m., security has to be informed (phone 11150). If the rooms are controlled outside the general opening hours, users are obliged to prove their identity if this is demanded by security (student identity card, identity card, office identity card, identity card for guests).
- (3) After work, the user has to pay attention that all doors and windows (including sanitary facilities) are closed and that the light is switched off.
- (4) Safety defects have to be immediately reported to security (phone 11150).

Article 4 Prohibitions and guidelines

- (1) In general
A usage of resources of the FIN other than as stated in article 2 is prohibited, as far as no other regulation grants permission. It is specifically prohibited to eat, drink, smoke and to operate external devices in the labs (exceptions are: mobile communication devices and notebooks, whereas it is not allowed to connect them to the wired access of the University network). It is prohibited to move laboratory equipment or to switch computers on or off. Anything disturbing the proper operation of the resources and services has to be avoided. Legal requirements must be observed.
- (2) Handling of passwords and access authorizations
 - a. It is prohibited to spy out or circulate passwords.
 - b. It is not allowed to use external user credentials and to breach access authorizations intentionally. Hacker activities (unauthorized access) from or to computers of the University are prohibited.
- (3) Email and website presentations
Spam mails (e.g. mass emails, unrequested emails) are prohibited. Website contents should be consistent with the fact that all users are members of an public institution. Thus, any irresponsible contents (e.g. right wing extremist or pornographic contents and advertisements) are prohibited.

- (4) Handling of resources
Unnecessary usage of resources (e.g. waste or blocking of capacities) is prohibited. The installation of software is only allowed with authorization of the persons in charge.
- (5) Other criminal activities
Take notice of the criminal code (StGB), e.g., criminal activities such as: the spying of data, sabotage, cheating, defamation, insult, copyright violation.

Article 5 Measures in case of infringements

Administrative measures (for the penalty of offence) are

- a. admonishment,
- b. blocking of an account,
- c. cancellation of an account,
- d. report to the German Research Network (DFN/CERT).

The lab supervisors are authorized to immediately block access to the computers of the FIN in case of imminent danger or in case of offense against the usage regulations. Corresponding consequences have to be beard by the user. The Dean decides on the imposition of appropriate measures.

Article 6 Coming into force

This usage regulation was passed by the Faculty Council on 01/26/2007 and with amendments on 03/07/2007. The regulation comes into force with immediate effect. At the same time, the usage regulation for the FIN labs from 08/22/2000 applicable so far, is invalid.

Prof. Dr. Graham Horton
Dean of the Department of Computer Science



Authorization to hand out transponders of the Department of Computer Science (FIN) to external persons

Mr./Mrs.

Department:

Course of study:

Registration number:

Account name in the Computer Centre (URZ):

Is authorized to receive a transponder

over a fixed period: (* please mark with a cross or fill in)

- summer term 20....
- winter term 20....
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to access building 29 and

labs of the department:

.....
Work group leader/teaching staff

.....
Person responsible for
accounts at the
Department of
Computer Science (FIN)

Transponder handed out on 28.03.2007

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Head of the laboratory