

Faculty of Medicine in Hradec Králové, Charles University in Prague

Regulations for operation of the computer network

These regulations stipulate the rules for usage of the local computer network of the Faculty of Medicine, Charles University in Hradec Králové (hereinafter FM) and the access via this network to the academic network of the Czech Republic CESNET, which is the Czech part of the network internet INTERNET.

Article 1 User of the network

1. Users of the network are the employees or students of the FM who have been assigned a valid user's name and user's account on any server of the network of the FM. The account is personal, which means it is created for one particular user. The account is generated automatically when a labour-law relation between the employee and the employer arises or at the moment the study at the MF has commenced. The access codes to the accounts are provided to the employee or student at the same time as the ID card.
2. The user of the computer network can be also a person cooperating with the FM who is neither a student of the FM nor in a labour-law relation. The user's name and the user's account are assigned by the IT Department (hereinafter ITD) upon an application written by the head of the department with which the person cooperates and approval of the dean. The form of the application provides enclosure No.1 of the Regulations. In this case, there is no legal entitlement to such a user account.
 1. Termination of the labour-law relation or of the study or of the cooperation renders the user's title to the account void and the user's account is automatically blocked. The head of the department is obligated to announce to the ITD the termination of the cooperation with the person who has been assigned the user name and the generated user account within 1 week at the latest.
 2. Allocating access rights is decided by the head of the ITD of the FM. Controversial cases will be decided by the dean of the faculty and all such decisions are considered final.

Article 2

Rights and duties of the users

1. The user has the right to use services of the local computer network of the FM and CESNET (INTERNET) only to the extent given by his access rights. His duty is to follow all rules of these Regulations and the rules and regulations of CESNET (INTERNET).
2. The user has a right to use the local network of the FM and all installed applications needed for work.
3. The user has the right to use the services of the academic network CESNET (INTERNET) and all programs installed on the network.
4. The user can apply his own measures to secure and keep his files and data secret.
5. The access of the user to the network can be limited if a current technical state of the network requires such limitation or if the user does not have adequate knowledge to work with installed programs and could cause their malfunction.
6. The user is obligated:
 - a) To follow the provisions of the Regulations of the computer network and the Rules and regulations of the academic computer network CESNET (INTERNET).
 - b) Neither to gain nor to disseminate illegal software nor to deliberately use such software.
 - c) Neither to gain nor to disseminate works with copyright (multimedia files or electronic books or similar).
 - d) To use the computer network only for his/her work or study and not for his/her own commercial purposes; the usage of the network for commercial activities has to be consulted beforehand with the head of the ITD.
 - e) Not to attempt to gain any other access rights to various network means but those allocated to him by the network administrator.
 - f) Not to copy parts of software or data files used in the network of the FM without prior written consent of the head of the ITD. The only exception is the data files in which copying is enabled by the installed application (information files, manuals and so on).
 - g) Not to change the structure of public directories and files without consent of the administrator of the network of the FM.
 - h) Not to affect or change in any way the directories and files of other users.
 - i) To take all possible measures to prevent the appearance and spread of software viruses and unwanted software via the network. Each finding of such software shall be announced without any delay to the administrator of the network or to some other personnel from the ITD.
 - j) To keep his/her login secure and regularly change it so that it cannot be abused. If such abuse of the user's identity caused by the user's negligence

- should occur, the user is fully responsible for the damage caused.
- k) Not to disseminate commercial information or materials that are in contradiction to the laws of the Czech Republic, secret information and similar; the user shall also not use the network to disseminate political, religion or national propaganda.
 - l) Not to watch pornography or other morally unacceptable contents via the network.
 - m) To adhere to the ban on eating and drinking while working with computer in computer rooms.
 - n) Not to manipulate with connecting cables (wiring, plugs, and so on).
7. The operation of the network is monitored for the purpose or its optimization, finding abnormal states and preventing them, disclosing unauthorized usage and unauthorized access. The user is obligated to accept the check of his/her activities in the network and of the transmitted data.
 8. In the case of problems or malfunction of any information technology device or of the network the users shall announce this fact to the ITD via the system "helpdesk" (or by phone if the helpdesk service is not available).
 9. It is prohibited to plug private devices into the sockets of the computer network.

Article 3 **Rights and duties of the ITD**

1. The ITD administers the computer network in accordance with its authorization. It guarantees the correct operation of the network and not the state of the IT means of the user. The ITD administers personal PCs filed under the Fund of Modernization and secures their correct operation, including the function of standardly installed applications.
2. The network administrator has the right to limit or fully interrupt the services provided to the user if the user:
 - a) is threatening or limiting by his activity the work of other users of the network,
 - b) has broken the rules stipulated for the activity in another network, computer or information system which are available via the network CESNET (INTERNET),
 - c) has not been acting in concordance with the Regulations for operation of the computer network.
3. Providing the services can be limited or fully interrupted in cases where the IT means on the side of the user do not comply with requirements for the errorless operation of the network. Services will be provided after the defects have been eliminated on condition the measures preventing repetitive occurrence of the defects have been made. This fact does not affect the liability of the user for possible damages.
4. Plugging the computers into the structure of the network of the FM and installation of network system programs is an exclusive right of the administrator

of the network and personnel of the ITD.

5. The administrator of the network of the FM, the ITD or the Faculty of Medicine cannot take over any liability for possible non-delivery or late delivery of e-mail messages or any other problems that may occur in connection with information transfer (i.e. files) via the network.

Article 4 Final provisions

1. This regulation for network operation can be amended to comply with the requirements of the reliable and safe operation of the network.
2. After these regulations for operation of the network have come to force the previous Regulations from April 21, 1995 become void.

In Hradec Králové, Date: June 6, 2015

Prof. Dr. Miroslav Červinka, M.D., Ph.D.
___Dean

Enclosure No 1

Application for Gaining Access to the Network of the Faculty of Medicine for an External (Cooperating) Worker

I am applying for access to the network of the FM

Name and Surname:

Address:

Birth certificate number:

Which means an access to the PC linked to the domain of the FM, an e-mail and an access to the web section “employees”

Apart from the above mentioned I also apply for access to:

- Economic information system (EIS)
- Study information system (SIS)
- Administration of the web pages of the FM (CMSDesk Kentico)
- System for Employee Attendance (IS Verso)
- Other access -

Reasons for opening an account:

.....
.....
.....

As the cooperating external person does not have any labour-related legal and any other relation with the faculty, I agree that I take over the responsibility for any possible failure to abide by the regulations and rules of the faculty concerning the network access of this person. I also state that this person has been made aware of the regulations of the computer network and other rules and regulations related to the required access.

.....

Head of the department

.....

Prof. Dr. Miroslav Červinka, M.D., Ph.D.
Dean