

# ECOLE NATIONALE SUPERIEURE DES ARTS ET INDUSTRIES TEXTILES

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## Charter of use for computer resources

The aim of this charter is to define the rules of use for ENSAIT's computer resources. These rules are based on the French Data Protection and Civil Liberties act of 6th January 1978, the Act of 3rd July 1985 on Software Protection and the Act of 5th January 1988 on Computer Fraud.

### **1. Area of application**

The rules and obligations in this charter apply to all students and all members of staff, whatever their status, who work at the School and use the computing facilities.

The systems concerned are both systems belonging to the School and systems which can be accessed from the School.

### **2. Conditions of access.**

The right to access the School's computing facilities is subject to the granting of permission; it is personal and untransferable. This right is granted to students and course attendees for the duration of their course, and in the case of permanent or temporary staff ceases on their departure.

The use of the School's computing facilities is limited to the educational, research and administrative activities of the school and to projects approved by the Head.

Each user is responsible for any use of computer resources to which they have access.

Right of access is only granted to a user after they have signed this charter, and on condition that they have read and understood the rules of use for computer resources and that they undertake to observe them.

Where the use of computer resources involves the opening of a named account, the user undertakes not to use their right of access for "non school based activities" and not to misuse the computer resources made available for their use.

### **3. Connection of the School to the internet via RENATER – security regulations**

In France, the implementation of the RENATER system (the National Telecommunication Network for Technology, Education and Research) responds to ever growing needs for exchanges between laboratories and access to data banks at regional, national and

international level. RENATER allows access via the internet to the community of public and private research centres and higher educational establishments throughout the world.

In order to benefit from the services of this network, the School signed an agreement with the Public Interest Group RENATER in November 1997, and undertook to ensure that the rules of use and security of the RENATER ethical charter were observed. The following three points are essential and are extracts from this charter; they require that the School ensure that:

- the network is used strictly for professional purposes, in accordance with the mission of RENATER, specifically education, research, technological development and the dissemination of scientific and technical information;
- the computer based resources of the RENATER network are used sensibly, so that all improper use of these resources is avoided;
- that the network's resources are used in an honest manner, avoiding and abstaining from any malevolent or malicious use intended to disrupt or harm the RENATER network.

#### **4. General rules of use for the computing facilities**

All users undertake not to perform operations which may lead to the following consequences:

- interruption of the normal functioning of the network or of one of the systems connected to the network;
- access to, modification or destruction of private information belonging to other users;
- accessing of the account of another user without their permission;
- deception of other users as to identity;
- harm to the image of the School through wrongful use of the network's tools.

Security is everyone's concern. Amongst the rules relating to correct and sensible use, users should:

- use shared resources economically (disk space, processing power, ....);
- never leave their workstation leaving a session open and never lend out their account ;
- choose strong passwords and keep them secret;
- back up their files regularly.

#### Particular rules of use for students

The School's computer equipment and resources are available for the use of students. In order not to disrupt the correct functioning of these communal working tools, it is forbidden to:

- install software, whether from the public or the private domain, without prior permission from the computer service;
- alter the appearance and the configuration of work stations
- leave documents of a personal nature on the work stations (for this the network storage areas provided for this purpose should be used).

## 5. Rights and obligations

The rights and obligations of the users of a computer system are governed by the texts and laws which are summarised here to warn of the risks incurred should they be contravened. (“All are presumed to know the law”). They concern:

### **The respect for individual liberties and confidentiality of information.**

According to the law, nominative information is information which allows the identification in any form of a natural person.

The creation of any file containing nominative information must be the subject of a prior request to the French Data Protection Authority (CNIL).

All persons registered on a data base must be informed of the form of the data and the use that is made of it. In addition they must be able to access and correct any incorrect information that concerns them.

The files belonging to users are private, whether they are accessible to other users or not. The users of computer resources must not attempt to read, copy or alter files which do not belong to them. They are also forbidden to attempt to intercept private communications between users (of the electronic messaging type).

The system administrators may need to examine the content of files or inboxes in order to obtain sufficient information to correct software problems which occur or to be able to determine whether a user is not observing the rules of use of the School’s computer resources. They are therefore required to respect the confidentiality of the private information that they come across in this context.

According to the French Data Protection and Civil Liberties Act of 6th January 1978, “.....*the user of a computer system must not attempt to read or copy the files of another user without their permission ...*”.

### **Observance of property and licence rights**

All users are forbidden to create copies of any commercial software made available for their use, for any purpose whatsoever.

They are also forbidden to install software that is counterfeit or software for which the School does not possess a licence.

According to the Act of 5th January 1985 on the Protection of Software, “... *the copying of any software with the exception of that in the public domain is forbidden ...*”

## **Respect for public order and the protection of computing facilities**

According to the Acts of 5th January 1988 and 2nd July 1992 (referred to as the Godfrain law) on Computer Fraud, “*the access or the fraudulent holding in a computer system ...the falsification, modification, removal or introduction of information with injurious intent .... The modification, removal or introduction of processes into a system with the aim of distorting its performance, ...etc., are considered as offences. ... any attempts to commit these offences incur the same penalties...*”

The maximum penalties are 5 yrs imprisonment and a fine of 2, 000, 000 F (€304,898.03) as outlined in the penal code.

### **6. Applicable penalties.**

Any user not respecting the provisions of this law is liable:

- to being banned from accessing the computing facilities and to the immediate closure of their account;
- to administrative penalties and possible criminal penalties as provided for by the law.

### **7. Responsibility of the School**

All users are required to observe the rules of use of ENSAIT's computer resources. By signing the declaration, they engage their personal responsibility.

I the undersigned .....

Declare:

- that I have read and understood ENSAIT’s “charter for the use of computer resources in its entirety”
- that I have understood its terms and effects in respect of the law and the penalties incurred by those who infringe it, and undertake to observe them without restriction.

Signed in ..... on

.....

Signature (preceded by “read and approved”)

First name (capital letter):

Surname (capital letter):

.....

.....

<p><b>Student:</b></p> <ul style="list-style-type: none"> <li>Promotion</li> <li>Apprentice</li> <li>Joint-degree student</li> <li>Law master</li> <li>Ph.D. Student</li> <li>SEI</li> <li>Socrates</li> <li>N+1</li> </ul>	<p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>Administration</li> <li>Technical department</li> <li>Teacher</li> <li>Teacher - researcher</li> <li>Temporary teacher</li> <li>Ph.D. student – teacher</li> <li>Temporary employee</li> <li>Trainee</li> </ul>
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