Rules for operating computers in the Information Center of HFT Stuttgart

1. Data processing systems

The Information Center operates a data transfer network at the university (HFT Stuttgart network), as well as its own central systems and workstation pools, PC pools and special workstations. The systems of the Information Center are State property and are made available to students and employees exclusively for educational purposes. Use for educational purposes is free of charge.

The Information Center is responsible for maintaining a balanced network distribution over the various systems. The services, rights and obligations listed below refer solely to the systems and data network operated by the Information Center, unless explicitly stated otherwise.

2. Access rights

Access to computers is granted to all members of HFT Stuttgart. Visiting lecturers and maintenance firms are granted access for their special duties.

a. Obligations

The user confirms with his/her signature knowledge and receipt of these rules for operation as well as the Verwaltungs- und Benutzungsordnung (administration and user regulations), as amended. The user is obliged, in particular, to take due care of his/her password.

b. Misuse of access

Upon misuse of access rights or for operational reasons, the manager of the Information Center can block or restrict the use of computers.

Misuse includes, among other things:

- Passing on a personal password to others,
- The attempt to copy or modify third party data without the permission of the party concerned,
- Installation of one’s own software on the computer systems of the Information Center,
- Deliberate installation of computer viruses,
- Use of games,
- Copying data from world wide networks that are not required for educational purposes.

The causer of damage resulting from gross negligence may be held liable.
c. Use of available storage space

Data may only be stored on the spaces designated by the Information Center for each user. Users are only permitted to store documents they have authored in the scope of their studies (source programs, texts, drawings etc.) on the available spaces.

Software brought in by users may not be copied onto any of the Information Center's data carriers, i.e. not even onto the local drives of an EDPC computer. Exceptions to this rule can only be allowed upon agreement with the head of the EDPC (scientific manager or technical director) if the user proves that a copy of the software is permissible according to copyright law. Files and their access attributes outside one's own working directory may not be modified, even if it is technically possible to do so.

Exceptions to this rule may be made by arrangement between the EDPC staff and supervisor for those studying courses dealing with system programming.

Before importing data (e.g. exercise programs, texts or drawings) from floppy disk, CD or memory stick, these must strictly be checked for viruses using the anti-virus programs made available by the Information Center. Once the work is completed, all files within the working directory on the local hard drives must be deleted. Data on the local hard drives are not protected. If space is lacking, data will be deleted without forewarning.

3. Messages

Public messages will be distributed over the computers in the form of login scripts, to various e-mail lists and via the web server of the Information Center. The indications given in these messages must be followed. Messages are not sent to users individually.

4. Sessions

An EDPC workstation must be started and switched off using the provided commands or scripts. On UNIX workstations, only the screen must be switched off at the end of a session – the computer must continue running.

5. Bottlenecks

In the event of operational bottlenecks, the EDPC staff can make restrictions on use of the systems.

Lectures strictly have priority over practical exercises.

6. Data backup

The Information Center secures its data as required. For all users of UNIX file servers, data is backed up at least once a week. Exceptions, e.g. due to reorganization, will be announced. Data on Novell and NT file servers is normally backed up for users once a week. Students using PC workstations are personally responsible for backing up their data.

7. Opening times

The opening times are hung out in the Information Center. The Information Center is closed on weekends and public holidays. Student users can also use the systems outside opening hours for specific tasks. They are obliged to adhere to the applicable security regulations, as also prescribed for laboratory operation, and not remain in computer rooms alone. The rules for locking up the building must be observed.

8. Use of external access
The Information Center grants members of the university access to the HFT Stuttgart network via VPN. This access is to be used exclusively for the purposes of study or professional duties.

9. Use of resources

Resources such as hard drives, printers, scanners and the data network may only be used to the recommended extent. The principle is: no hindrance to teaching or other users may arise.

Drinking, eating and smoking are prohibited in the Information Center.

10. Adherence to copyright

Software that is installed on the EDPC systems may not be copied unless explicitly approved for copying by the Information Center. The regulations of copyright law apply. Decompiling is prohibited.

When using software provided by the Information Center, the software vendors’ licence agreements must be adhered to. These can be viewed in the Information Center.

Adherence to copyright law applies not only to software, but also for all protected data (e.g. images, music, films, etc.).

11. Privacy

System administrators are entitled to store personal data according to the privacy policy for statistical, accounting and system administration purposes. The user may not process any personal data on the computers of the Information Center without the express permission of the data protection officer of the EDPC.

12. Liability

The user waives all legal damage claims against Stuttgart University of Applied Sciences and its employees due to repercussions directly related to their permission to use the computers. This waiver does not apply to damage claims resulting from gross negligence or punishable offences perpetrated with intent by employees of HFT Stuttgart. The user is liable for damages he or she causes deliberately or through gross negligence.

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