

Guidelines for the use of IT equipment by students release form

2020/2021

The purpose of these guidelines is to set out the conditions of access and rules for the use of the computer hardware and the Internet access made available to users by the Cité du design-ESADSE

All users are responsible for the correct use of the IT and telecom resources made available to them, and at their level, for the security of the Cité du design-ESADSE information system.

Accordingly, every user has some rights and duties and must be aware of the potential risks:

- legal risks: disputes involving the institution or the students themselves;
- technical risks: virus attacks, network congestion;

The purpose of these guidelines, which constitute a set of basic principles, is:

- to define the conditions of use of the IT and telecom tools;
- to remind users of their responsibilities;
- to inform users of the systems in place to guarantee the security of the information system;
- to inform on the rights and duties of the IT staff in charge of managing these tools.

The equipment remains the exclusive property of the EPCC.

Equipment loan agreement

2020/2021

I Principles:

1/ Reason for use

Access rights to the IT equipment and are strictly personal and non-transferable. Access is provided for educational purposes, namely teaching, research and technical development carried out in a Public Institution for Cultural Cooperation (EPCC).

This therefore excludes any use of IT resources and the Internet for commercial or personal (other than for training, cultural or research activities) purposes or for entertainment (multimedia games, «online» or other).

The user may not provide access to the network, on a commercial or any other basis, whether paid for or not, to any third party.

2/ Fair use of the network

All users have a duty to make rational use of the network resources to which they have access in order to avoid any abusive and/or diverted use of these resources.

More particularly, the user must:

- Abstain from any malicious use intended to disrupt or impair the network to which they have access.
- Use the network in a fair way, avoiding creating or generating data liable to saturate the network or use up all the capacity of the hardware.
- Abide by the security recommendations of the institution providing the connection.
- Report any attempt to hack into their account or computer.

3/ Legality of content exchanged

a. Intellectual property rights

Data posted on the Internet must have been obtained legally and not infringe the rights of any third parties.

The use of the IT resources and the Internet must take care not to infringe the rights of anyone else, and more particularly:

- Software used on the network or on independent computers must be used in compliance with the terms of the licence,
- The user will refrain from reproducing commercial software except for the purpose of keeping a backup copy,
- They will respect intellectual property rights in protected works (books, logos, pieces of music, images, software, etc.), which prohibit the use, reproduction and exploitation of such works without the permission of the author or the rights holder. Only IT department staff are authorised to configure software and hardware.

b. Respect for the right to privacy

Users must not do anything that violates the privacy of any other person by any means, and in particular by identity theft, by transmitting their image or writings posted confidentially or privately without their consent.

Generally, the user will ensure the personality rights and right to privacy of others, including minors, are respected.

c. Public order

The private network of the Cité du design-ESADSE must not be used to access sites with illegal content (paedophilia, pornography, racism, etc.) or as a vector for the

posting of any violent messages of a nature to undermine human dignity (incitement of racism, terrorism or suicide, etc.).

4/ Confidentiality

The user will respect all confidential content, and undertakes in particular:

- Not to read, copy, disclose or modify the files of another user without having been explicitly authorised to do so by their owner and/or author,
- Not to intercept communications between third parties.

II Sanctions:

A user who breaches any of the rules in these guidelines may be subject to disciplinary sanctions as set out in the course regulations and/or the cancellation of their access to the Cité du design-ESADSE resources.

Furthermore, they may also be liable to prosecution.

User's personal undertaking I the undersigned

hereby certify that I am aware of the provisions of these guidelines, of which I have received a copy, and I undertake to comply with them.

**Signed in
on**

Signature: