

REGULATIONS FOR THE USE OF THE IT SERVICES AND RESOURCES OF THE UNIVERSITAT POLITÈCNICA DE VALÈNCIA

SINGLE TITLE. USE OF THE IT SERVICES AND RESOURCES OF THE UNIVERSIDAD POLITÉCNICA DE VALENCIA.

CHAPTER I. GENERAL PROVISIONS.

Article 1. PURPOSE AND SCOPE.

1. The Universitat Politècnica de València (UPV) offers the university community access to the UPVnet network for a better development of its teaching, research and academic management activities. Access to this network provides different users with a number of services such as email, file transfer, access to remote computers, installation of web servers, creation of personal sites on websites, among other things. These services may be used by students, teaching and research staff (TRS) and administrative and service staff (ASS), under the conditions provided for in each case.

The purpose of this regulation is to guarantee, despite the high demand for these services, their quality and use in accordance with the UPV's research, teaching and academic services.

2. These regulations apply to all UPVnet users. Any equipment that connects to the UPVnet, even if it is not owned by the University, is subject to the rules and conditions contained in this Regulation.

This Regulation shall apply without prejudice to the applicable provisions in the matter.

Article 2. ACCESS TO SERVICES AND RESOURCES.

2.1. Users of the service

The following are users of IT services and resources of the UPV:

- a) The teaching and research staff and the administration and services staff of the UPV.
- b) Students enrolled in any cycle of studies taught at the Universitat Politècnica de València.
- c) The departments, research groups, centres, services, associations or university groups duly recognised and authorised by the UPV to carry out their activities within the UPV.
- d) Those who, under an agreement or an authorisation issued by the competent body, are entitled to do so.

The use of IT services and resources are subject to the existence of a relationship with the UPV.

2.2. User accounts

The use of these services is carried out through personal and non-transferable accounts created for this purpose in the different servers of the University. The accounts assigned individually are non-transferable, therefore the use of accounts by persons other than the holder is prohibited (with or without knowledge of the official users).

The University reserves the right to accept or reject the creation of accounts. Similarly, The University may, without prior notice, suspend or cancel accounts due to improper use, without prejudice to imposing the corresponding sanctions.

For the creation of accounts in ASIC scientific teams, a request must be sent by written communication to the Information and Communications Systems Area (ASIC) of the UPV using the documents available in the corresponding section of the ASIC website.

2.2.1. STUDENT ACCOUNTS

University students will automatically be assigned a personal UPVnet account upon enrolment.

2.2.2. Accounts for Teaching and Research Staff and Administration and Services Staff (TRS and ASS)

University staff will automatically be assigned a personal UPVnet account upon the signing of the worker's contract or takeover.

2.3. Administrative and technical staff of the UPV IT equipment

For any computer equipment connected to the UPVnet network there will be an administrative and a technical manager:

a) The **administrative manager** of the computer is the TRS or ASS individual responsible for the persons working on that computer, whether they are themselves, other teaching staff, fellows, research personnel, ASS or students. The administrative manager of the computer equipment must be aware of which users work in it. The administrative manager must ensure the proper use of the resources under his supervision.

b) The computer equipment **technical manager** is the one who maintains the computer under safety conditions for himself and for the rest of the network. For those computers located on a department, institute or administrative unit with its own IT staff, the senior IT specialist shall be in charge of the same. For all other units, the senior ASS member of the centre in which they are located shall be responsible and, if they are not located at any centre, the the corresponding ASIC IT specialist.

2.4.- Connection of computer equipment to UPVnet

All computers connected to UPVnet must receive an IP address and a network name assigned by the ASIC, in addition to being included in the corresponding registry, along with the identity and contact details of those responsible for the equipment. The connection of equipment with unregistered names or addresses is not permitted.

To carry out the connection of any computer equipment to the UPVnet, the following procedure must be followed:

1. Make the request to the ASIC, filling in the form that can be found for this purpose on the ASIC website.
2. Obtain the corresponding authorisation.
3. Install the computer equipment according to the specifications provided by the ASIC.
4. Communicate to the ASIC and obtain authorisation for any changes in the configuration and/or location of the equipment.
5. The administrative manager of the equipment undertakes to manage the licenses of the programmes installed.
6. The administrative manager of the equipment is subject to the liability requirements stated in article 2.3.a), as well as to others required under this Regulation.

Article 3. CONDITIONS FOR THE PROVISION OF SERVICES.

3.1. General practices and limitations of use

The Universitat Politècnica de València may establish general practices and limitations with respect to the use of resources and services, including the maximum number of days in which emails, bulletin board ads, or other installed content have to remain in the services, the maximum number of emails that can be sent or received by an account, the maximum size of an email that may be sent or received by an account, the maximum disk storage space that will be allocated on the servers of the Universitat Politècnica de València for the user's benefit, and the maximum number of times (and the maximum duration thereof) to which the user may have access to the resources and services in a given period of time.

3.2. Information withheld on the traffic generated and the use of the services

The Universitat Politècnica de València, in compliance with the provisions of the Law on information society services and electronic commerce (LSSI), keeps track of users' accounts and the resources and services of UPVnet, to be able to determine the possible responsibilities of its users in case of misuse.

The privacy of the content of the e-mails shall be respected in the terms established by the regulations, without prejudice to the capacity of the Universitat Politècnica de València for the systematic use of programmes to detect and eliminate viruses and anti-spam filter programmes on the messages that arrive at the University's mailroom.

Likewise, the Universitat Politècnica de València in compliance with the provisions of the Organic Law on the Protection of Personal Data (LOPD), keeps track of all the accesses that its users make or try to make to the files with personal data whose ownership belongs to the University, in order to be able to determine the possible responsibilities of its users in case of misuse.

3.3. Confidentiality agreement in relation to UPVnet services

All the staff of the Universitat Politècnica de València that due to their job have access to the content stored in the resources that support the Services must comply with the secrecy and confidentiality agreement.

The confidentiality of contents and passwords referred to in this section does not exclude the possibility that, in strict compliance with the corresponding court injunctions or the legally authorised authority, as the case may be, the content and the identity of the authors may be disclosed.

3.4. Disclaimer

3.4.1. For the operation of the services

The Universitat Politècnica de València will use all the mechanisms available to guarantee the safety of the services offered. Under the principles of responsibility and self-protection, users must adopt all those measures that guarantee the safety of the computer system of the University.

Despite the fact that the Universitat Politècnica de València will seek to provide all material and human resources and means to enable the continued availability and smooth functioning of the Services, cannot guarantee that proper operation will take place at all times. Interruptions in its operation shall be forewarned as long as it is feasible.

The Universitat Politècnica de València is exempt from any liability arising from the malfunction of the Services due to an accidental circumstance, force majeure, necessary maintenance work or any other cause not attributable to it.

3.4.2. By the use that Users may make of the Services

The use of these services is subject to the exclusive responsibility of the users, who are aware and accept this circumstance.

Article 4. USER RESPONSIBILITIES.

The user is solely responsible for the use of the services and resources offered by UPVnet, and is, any case, responsible for the custody of his password.

The user must immediately notify the Universitat Politècnica de València of any unauthorised use of his password or account or any other security breach. The user must also make sure he is logged out after using the computer equipment.

4.1. Use of resources

Users shall take the utmost care in handling and using computer equipment and all complementary infrastructure.

Computers must not display configurations or operate software or devices that cause problems on the network or other equipment connected to it.

Those responsible for the equipment connected to UPVnet must ensure that they have installed the security patches, antivirus and updates of operating systems and software as recommended by the ASIC of the UPV.

4.2. Password

The user must follow the instructions contained in the "***Password Policy of the Universitat Politècnica de València***" for the selection and use of their personal keys.

4.3. Servers

Those responsible for the equipment undertake to properly manage their equipment, keeping them up to date and protected against known security threats.

4.4. Prohibition on transmitting services and resources

The transfer or transmission to third parties in any form of the computer services and resources of the UPV is not permitted. In any case, it is forbidden to reproduce, duplicate, copy, sell, resell or make use of the services and resources, nor the use or access thereof, with a commercial or non-profit purpose.

In addition, the rights relating to intellectual and industrial property must also be observed.

Article 5. IMPROPER USE OF RESOURCES.

Any use contrary to this Regulation, as well as any other rules and conditions of use of the services and computer resources established by the Universitat Politècnica de València or other applicable regulations in this area is not permitted.

In any case, the following shall be deemed as breach of the rules of use of computer resources and the UPVnet services:

- a) Exceeding the services for which the account was authorised.
- b) Any attempt to search for other user's access keys or any attempt to find and make use of security flaws in the UPV's computer systems or outside it, or make use of those systems to attack any computer system.
- c) Trying to access the information of another user that is not explicitly made for public access purposes.
- d) The creation, use or storage of programmes or information that may be used to attack UPV's or outside computer systems, in particular programmes for listening to network traffic or for scanning ports, except for those persons expressly authorised to perform these tasks to guarantee the security and operation of the UPV's IT systems.
- e) The intentional introduction of viruses, Trojans, worms or any other harmful or malicious software for the correct functioning of the UPV's IT systems.
- f) The use of mechanisms for the manipulation of network addresses or any other use that may affect the topology or the logical structure of the network.
- g) Interfering or disrupting the services, servers, or networks connected to the services, or disobeying any requirement, procedure, policy or network regulation connected to the services.
- h) Storing, advertising, emailing or otherwise transmitting illegal content of any kind and, in particular, disseminating contents of a racist, xenophobic, pornographic, sexist, terrorist apology, dangerous, threatening, defamatory, obscene, against human rights nature or

which act to the detriment of the rights to privacy, honour, self-image or against the dignity of persons.

- i) Disseminating contents contrary to the principles set forth in the Statutes of the University.
- j) Uploading, storing, publishing, advertising, emailing or otherwise transmitting any content that infringes any patent, trademark, trade secret, copyright or other proprietary rights.
- k) Disseminating emails without fully identifying the sender. Should the email account be used by groups of users, the author must be identified.
- l) Propagating chained letters or participation in pyramid schemes or similar activities.
- m) Using the services for commercial or advertising purposes without express authorisation; therefore, published contents cannot contain text, sound, images or links of this nature not even for information purposes.
- n) The mass mailing of messages or information that consumes UPV resources in an unjustified manner.
- o) Manipulating the headers of email messages to try to hide or falsify the identity of the sender of the message.
- p) Installing or using servers or email routers not authorised by the UPV.
- q) Stalking or harassing other users.

Article 6. MEASURES TO BE APPLIED IN CASE OF NON-COMPLIANCE WITH THE RULES.

In the event of failure to comply with this Regulation or any of the applicable regulations, ASIC, in the exercise of its duties, may proceed to the immediate suspension without prior notice of the service rendered and/or temporary and preventive blocking of systems, accounts or networks in order to guarantee the proper functioning of the UPVnet Services.

Subsequently, the **Users Committee on Information and Communication Systems** of the University shall be in charge on deciding the specific actions to be taken in the event of non-compliance with this Regulation or any other applicable rule. Notwithstanding the disciplinary, administrative, civil and/or criminal actions that may be applicable in relation to the persons allegedly involved in such breach.

CHAPTER II. USE OF THE UPV'S EMAIL SERVICE

Article 7. USE OF EMAIL SERVICE

Email is a tool for the exchange of information between people, not a means of massive and indiscriminate dissemination of information.

Should it be necessary to send a message to multiple recipients, the list of recipients must never be included in the *"to:" field* of the message, in the *"BCC:" field* (blind copy) of the message in such a way that the recipient's email addresses are not known to the other recipients of the message.

Article 8. PROHIBITION OF EMAIL ABUSE (ACE).

Abuse in email service is defined by the Spanish academic and research network (Rediris) as *"the various activities that go beyond the usual objectives of email service and directly or indirectly harm users"*. These activities can be catalogued, not limited to, in the following groups:

- a) **Abusive due to the content:** it is prohibited to send, store or distribute messages whose content violates the rights recognised in Spanish Laws and International Treaties signed by Spain or which promote actions contrary to the law.
- b) **Abusive due to the means:** it is prohibited to send mail using a third party email server without the consent of the owner of the same.
- c) **Abusive due to unsolicited communication:** it is prohibited to send electronic communications to a number of recipients who have not requested it (spam), except for that expressly authorised by the UPV.
- d) **Abusive due to its purpose:** it is prohibited to send email messages whose sole purpose is to overload, block or, in any other way, damage the normal use of this service or the computer equipment of other internet users.

Any email use that may be classified as email abuse (ACE) in any of the above cases.

Sending bulk or mass emails and sending a continuous number of message is also limited. From the moment the Universitat Politècnica de València detects that such activities are detrimental to the proper functioning of the services and/or cause delays in the delivery of email for other users of the systems, it shall adopt the measures it deems necessary, be it blocking IP addresses, domains, users or other measures, and may even proceed to the immediate suspension, without prior notice, of the service.

Likewise, UPV email users accept the principles stated in the "**Antispam Policy of the Universitat Politècnica de València**" just by the use of its services.

CHAPTER III. PUBLICATION OF WEB CONTENT ON THE SERVERS OF THE UNIVERSITAT POLITÈCNICA DE VALÈNCIA

Article 9. SERVICE ACTIVATION.

Students, teaching and research staff (TRS) and administration and services staff (ASS) of the Universitat Politècnica de València can make use of their personal website by activating this service in the section "*personal websites*" of the UPV's Intranet.

Departments, Centres, research groups, services, associations or groups which are duly recognised and authorised by the UPV who wish to make use of the UPV'S resources to publish their web contents, must request the service through the appropriate form hosted on the UPV's ASIC website.

Article 10. RESOURCE ALLOCATION.

For those contents hosted on the ASIC computers, the ASIC will perform the specific memory space allocation according to the resources available.

The UPV may limit or control network services due to the safety or performance of the University's network. It is also possible to establish the technical limitations the ASIC may deem appropriate for a better development of the service.

The ASIC may perform periodic backups of the contents hosted in its servers.

Article 11. SPECIFIC DOMAINS OTHER THAN THE 'UPV.ES' CORPORATE DOMAIN.

For those post spaces for which the UPV must register a specific domain other than the corporate domain 'upv.es', the manager must have proper authorisation and request the service through the form that will be provided for this purpose in the ASIC offices.

The person designated in the registration application form will also assume the

responsibilities that the ownership of said domain entails.

Article 12. TECHNICAL MANAGER.

The technical resources that enable the distribution of web contents shall be the responsibility of a technical manager, whose role will be to maintain the resources in the right operation conditions, ensuring the availability of the service and the correct use of the UPV's resources.

Likewise, the technical manager must ensure that the resources present a safe operation that does not interfere with the use of the rest of the University network.

Article 13. CONTENT RESPONSIBILITY.

The contents of those websites that belong to entities and not to individual users, will be under the responsibility of the person designated in the service registration application form. The termination or replacement of the content manager shall be communicated to the ASIC.

Content managers must ensure compliance with these regulations for the publication of web contents, being subject to disciplinary liability or other responsibility that may arise as a result of their non-compliance.

It will be compulsory to include the data that allows to identify the manager in the contents, stating also that its content is the sole responsibility of the user.

Web pages must be designed in a way that is not misleading about their non-institutional character. The use of logos or images of the Universitat Politècnica de València or any other element that may give the impression of the existence of a relationship or support to the contents of the page will require the express authorisation of the competent body.

Article 14. ORGANIC LAW ON THE PROTECTION OF PERSONAL DATA

When using the web content hosting service, the provisions of the Organic Law on the Protection of Personal Data shall be taken into account in all those personal nature contents.

In particular, personal data shall not be made public through this service unless the interested party is allowed access to the same and shall only include the minimum data required. It is also necessary to delete these documents when the period of reasonable exposure has expired.

The publication of lists on websites will include a filter to exclusively allow the interested party to see whether or not he is included in that list and his own details, but it will not allow the list with third party data included to be displayed.

CHAPTER IV. USE OF THE EQUIPMENT OF THE IT ROOMS OF THE UNIVERSITAT POLITÈCNICA DE VALÈNCIA.

Article 15. USE OF IT ROOMS.

The equipment of the IT Rooms is intended for general use by students of the Universitat Politècnica de València, in order to facilitate and promote the use of computer tools and information available on the network by the students.

Article 16. RIGHTS OF CLASSROOM USERS.

Any person within the IT Room shall be considered a user thereof, whether they are using the systems and/or services or not. IT Room users have the following rights:

1. To use the resources and services of the room in compliance with the regulations and with the limitations established by the administrative manager of the same.
2. To make as many suggestions as they deem appropriate to improve the quality of the service provided.
3. To be informed about schedules and use planning as much as possible.

Article 17. OBLIGATIONS OF IT ROOM USERS.

IT Room users have the following obligations:

1. The knowledge and comply with the rules of use of the IT Rooms and all other regulations applicable to the use of services and IT resources of the UPV.
2. To ensure the proper use and preservation of the classroom facilities and resources.
3. To keep silence and contribute to order in the classroom.
4. To show some proof of ID as a member of the university community if required so by the university staff.
5. To respect the instructions given by the rooms managers regarding the functioning of the room and the use of its resources and services.
6. To leave the room if required by the room manager if the user has not complied with the rules of the room or when the period of use of the resources assigned to the user has ended.

Article 18. LOSS OF USER PRIVILEGES OF THE IT ROOM.

Users may lose their IT Room user privileges when:

1. They are no longer members of the university community.
2. The special authorisation of use of the room extended by the competent authority expires.
3. The link with the UPV that enabled the use of the room expires (agreements, specific authorisations, etc.).
4. As a consequence of disciplinary proceedings or any other legal cause.

Article 19. IT ROOM ACCESS.

The access and use of the IT Rooms is restricted to the members of the university community, or to duly authorised persons. Such authorisation corresponds to the person in charge of the unit (Centres, Departments, Institutes or Administrative Units) to which the classroom belongs, who shall determine the use and access conditions.

The reservation or not of seats in the classroom will be governed by the current control system, of which all IT Room users must be aware and which shall be publicly announced.

The access to the computers in the room shall always following the user identification and registration rules as prescribed by the internal rules of each room.

The maximum number of users per seating place is two, unless the need for the presence of more users in the same place is otherwise justified.

Article 20. SCHEDULES.

The person in charge of the unit to which the room belongs will establish the schedule of each of the uses of the IT Room.

The opening hours of the room should be displayed in places which are visible to the users, especially if there are change to the schedule.

Article 21. ROOM MANAGER.

Each IT Room must have an administrative manager, or least one designated technical manager, who shall ensure compliance with the current rules of use of resources located in the classroom. In addition, room users should accept the instructions and requirements they receive from those managers.

Article 22. USER RESPONSIBILITIES.

The user is responsible for the materials used and therefore is liable for any damage due to improper or inadequate use of the same.

The programmes used in classroom computers are the responsibility of the user of such computer.

Article 23. LIMITATIONS ON THE USE OF RESOURCES AND CLASSROOM SERVICES.

Any use contrary to this Regulation, as well as any other rules and conditions of use of the services and computer resources established by the Universitat Politècnica de València or other applicable regulations in this area is not permitted.

In any case, the following shall be deemed as breach of the rules of use of computer resources and the UPVnet services:

- a) Users are not allowed to install any software, nor modify the configuration of the operating system and existing software on the computers.
- b) The use of user codes other than the user's own, as well as the incorrect identification of the user or the centre to which he belongs is prohibited, even in the case the legitimate user is aware and authorises it so.
- c) Access to any kind of information not explicitly listed as free access information is prohibited, or that information for which the user does not have explicit permission. This prohibition extends to the case that the information is accessed accidentally or due to the owner's neglect.
- (d) It is prohibited to develop activities aimed at disrupting the security of the computer systems.
- e) The use of classroom resources to carry out commercial activities is prohibited.
- f) Access to local or network games, or to software downloaded from the internet which is not specifically defined as work or study is prohibited.
- g) The manipulation of computer resources in order to change the location or composition of the equipment and its peripherals is prohibited.
- h) Any intentional action involving the malfunction of any computer resource or the classroom itself is prohibited, such as:
 - Blocking print queues.
 - Using computer viruses or the use of Trojan programmes.
 - The subtraction of any type of material belonging to the University.
 - Aggressive behaviour or any behaviour which disturbs the work environment.

Article 24. BREACH OF THE RULES.

Failure to comply with these regulations shall lead, in any case, to the immediate removal from the classroom and, where appropriate, the temporary suspension or definitive loss of the user rights, without prejudice to disciplinary responsibilities and any other type that may have been incurred.

The removal from the classroom shall be done at the request of the room manager, who will ask the user to show some proof of ID as a member of the UPV and shall draft the corresponding incident report that shall be sent to the person in charge of the unit to which the classroom belongs.

SINGLE FINAL PROVISION.

This Regulation shall enter into force upon its approval by the Governing Council of the Universitat Politècnica de València.