DIR Terms and Conditions of Use for PC Labs

Version 2019-1.0 | Classification: Public

Contents

1. Purpose

The purpose of this regulation is to both address access to and the stay in PC labs, and the use of IT infrastructure in the PC labs and their adjoining areas at WU (Vienna University of Economics and Business).

2. Scope

This regulation applies to all persons who enter or use the PC labs and the adjoining areas.

This regulation applies without any restrictions of time and location.

3. Definitions

In the context of this regulation, relevant terms are defined as follows:

PC labs (incl. scanner and printer areas, training and practice labs) PC labs are specially equipped training rooms in the LC and TC buildings, which are managed by IT-SERVICES. This includes the labs LC.-1.021, LC.-1.022, LC.-1.038, TC.-1.61, TC.3.02, and computers installed in the near vicinity of these rooms.

4. Regulations

4.1. General Regulations

1) The PC labs are available to WU faculty, staff, and students for academic work and for teaching and practice purposes.

2) The PC labs designated as practice labs may also be used for teaching courses and WU internal training courses.

3) Teaching activities have top priority with regard to lab booking and support.

4) In some PC labs, materials can be scanned and users with printing accounts can make printouts.

5) IT assistants are available to provide support in all PC labs.

6) Support staff in training and practice areas equipped with IT resources is authorized to ensure that the rules of conduct detailed in this regulation are observed.

7) The opening hours of the PC labs are published on the IT-SERVICES website.

8) A valid WU access authorization is required to enter PC labs outside regular service hours.

9) The PC labs may be partially or entirely closed for works or events, if necessary also on short notice.

10) When the security turnstile entrance in the LC building is switched to night mode, i.e. at the end of the IT assistants' working hours, users are required to leave the PC labs. They may reenter the labs once the turnstile entrance has been switched to night mode.

4.2. Proper Use

1) Anyone who enters the PC labs or uses the services offered there is subject to the latest version of this document and the WU House Regulations.

2) An active account is required for using the IT infrastructure in the PC labs. The relevant regulations published on WU's website apply in this context.

3) Outerwear (coats, jackets), handbags, and backpacks must be kept in the lockers located outside of the PC labs.

4) Any form of disruptive behavior is prohibited in the PC labs. Smoking and eating are prohibited. Any beverages brought into the PC labs must be in leak-proof containers that must always remain sealed during transport and storage.

5) It is prohibited to have telephone conversations in the PC labs. Cell phones must be muted.

6) Workplaces must be left clean and tidy, and devices must be left in proper condition and ready for use.

7) Private devices may not be connected to WU's IT infrastructure. Exceptions are private storage media (USB flash drives, etc.) and devices used for presentations during courses.

8) Open sessions must be closed and may not be continued by other users. If a user finds a PC with an open session, he or she is obligated to end the open session or inform an IT-SERVICES staff member.

9) It is not permitted to save workplaces for other users.

10) If a user is absent from the workplace for more than 15 minutes, IT-SERVICES reserve the right to turn it over to someone else.

11) Users are required to follow the instructions of the teachers, the support staff responsible for PC labs, and WU's security personnel. These groups of employees are also authorized to demand that users identify themselves and present an appropriate ID.

12) Defective devices must immediately be reported to the support staff responsible for the PC labs.

4.3. Responsibilities

The PC labs in the LC and TC buildings are managed and serviced by IT-SERVICES. Any changes to the configurations of the PCs, printers, and scanners may only be made by the appropriate IT-SERVICES staff members.

5. Consequences of Non-Compliance

Compliance with regulations and security measures is monitored on a regular basis, but also if and when indicated by specific circumstances.

Non-compliance may lead not only to disciplinary action and consequences under employment law, but also to civil and criminal proceedings.

6.   Exceptions

As a rule, standard procedures that are in accordance with this regulation remain the first choice. Exceptions shall only be considered if standard procedures are found to be inadequate or impractical for technical or organizational reasons, or for reasons of economy.

Exceptions must be:

- Limited in duration,

- Limited to a specific purpose and group of users,

- Fully documented regarding the application, the decision to approve or reject the application, any changes made, and expiry of the exception granted,

- Reviewed and phased out after an appropriate period of time, if the exception expires and no reapplication is submitted, and

- Immediately canceled in the case of non-compliance with any of WU's regulations.

Applications for exceptions shall be submitted in advance and in writing.

All exceptions currently in place shall be listed separately from this regulation in a supplementary document entitled "Ausnahmen von Sicherheitsregelungen der WU," administered by the InfoSec Security Coordinator. This list of exceptions shall not be made publicly available[1].
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7.   Quality Assurance

This document is subject to an annual review.

In the event of discrepancies between the German original and the English translation, the German version shall prevail.

8.   Invalidation of Previous Regulations

This document replaces the previous regulation "Benutzungsordnung für Schulungs- und Übungsräume mit IT-Ausstattung 2017-1.0", which ceases to be effective upon official publication of this document.

Vienna, on March 26, 2019

Univ.Prof. Mag.Dr. Stefan Pichler
Vizerektor für Forschung

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[1]   Only the members of the Rector's Council, the InfoSec Service Team, and IT-SERVICES shall have access to this document. If circumstances warrant, access can be granted to additional parties by the InfoSec Security Coordinator as needed.

9. Document Details

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² Examples of short/long titles:
- Short title = category and keyword, e.g. WUPOL Software
- Long title or subtitle = designation provided by the organizational unit, e.g. "Regulation on the use of WU Software"

³ No more than 60 characters; do not use any diacritics, special characters, and spaces