Rules for computer use

An authorized user is anyone who has been given a user account by the university. The user account is accessed with a username and a password, or some other authentication method. The user account is connected to one or more storage areas, and gives access to several IT systems.

The following rules apply to IT activities at University West:

- The computer rooms can only be booked by the scheduling staff.
- If a room is scheduled for teaching, that room is reserved for students attending these classes. The teacher may give permission to other students to use free computers.
- Food or drinks in any form are not permitted in computer rooms.
- Do not use a screensaver to block a computer for more than 15 minutes. If you need to leave for a longer time, save your work and logout.
- Personal files and data must be stored on the storage area allocated to you on the network, or on a personal storage media. Data stored on local disk can be deleted at any time.
- Attempts to conceal the user's identity are prohibited, if anonymity is not explicitly permitted.
- The authorized user must follow the instructions of the system administrator.
- You are not allowed to install software on computers with open access without permission from the IT department. Requests for permission should be sent to servicecenter@hv.se
- You are not allowed to change the basic configuration ("HV-Pc") of the computer without permission from the IT department.
- Software licensed to University West or to staff at University West may only be used according to the licence agreement.
- Copyright-protected material may be copied or distributed only after receiving authorisation.
- Handling, storing or distributing material that is insulting and/or degrading to other individuals is prohibited.