

## **Working Rules**

### **For the PC-Pools of the Faculty of economic- and social behavior, Department of economics**

(Valid without formalities, 20.10.2008)

This document is merely a loose translation of the *“Regeln zur Nutzung der PC- Pools der Wirtschafts- und Verhaltenswissenschaftlichen Fakultät, Bereich: Wirtschaftswissenschaften”* which is the only valid terms of use.

#### **1.) Subject**

The terms of use apply to the PC-Pools of the *‘Faculty of economic- and social behavior, Department of Economics’* (henceforth referred to as “the faculty”) in the KGII (*Seminar/Diplomandenpool*, 1<sup>st</sup> Floor, Room 2114 B1, *CIP-Pool*, 6<sup>th</sup> Floor, Room 2602, *Schulungspool*, Basement, Room -1001B). Operation is ensured by the authorized IT-Representative of the aforementioned faculty.

#### **2.) Registered Users**

The equipment contained within the PC-Pools is strictly for the use of students of the faculty, students with a subsidiary field of study in economics and affiliated members of the “Frankreichzentrum”. Use is restricted for purposes of teachings and study only.

#### **3.) Opening Hours**

Opening hours and consultation hours will be posted on the notice boards of each PC-Pool, as well as on the Homepage of the *‘Chair of Information Systems’* (henceforth referred to as “IS”) (<http://portal.uni-freiburg.de/wi/pcpools>)

#### **4.) Entitlement of Use**

The equipment may only be used by Students who have successfully filed an application for use of the CIP-Pools. Application forms are available at IS (<http://portal.uni-freiburg.de/wi/pcpools>). By application, you agree to follow all applicable laws and regulations when using these pools. The entitlement for the CIP-Pool expires after one year on date of issue. Furthermore, you agree that you shall not upload, post or otherwise transmit through, any content that:

- a. is unlawful, abusive, threatening, harmful, obscene, lewd, offensive, defamatory or otherwise objectionable;
- b. contains any viruses, trojan horses, time bombs, or any other harmful programs or elements;
- c. disrupt, place unreasonable burdens or excessive loads on, interfere with or attempt to gain unauthorized access to the PC-Pools, its computer systems, servers or networks;

Applications are not necessary if the PC-Pools are used for Lectures. A course specific Login will be provided in such cases. Terms of use however still apply. Not adhering to the terms of use or work rules results in termination or suspension of entitlement.

#### **5.) Consultation / Supervision**

When using any equipment stationed in the PC-Pools, students are required to carry their Student ID with them, as these are subject to regular inspection to ensure operation. Inspections may be carried out by members of IS, Security personnel, or the Caretakers of the KGII. In case of misuse, entitlements may be suspended. Consultation personnel are not obliged to assist in general issues involving the use of a Computer, as well as general Software.

## **6.) User Conduct and Obligations**

Users are bound by agreement to correct and careful handling of all equipment and software. Faulty devices may not be repaired by the user. They are to be reported to IS (contact: [cipadm@vwl.uni-freiburg.de](mailto:cipadm@vwl.uni-freiburg.de)). Smoking, eating or drinking is prohibited. The workplace is to be kept clean and tidy at all times.

## **7.) Operational Duties**

To ensure a high level of operation, changing any setup or bypassing any protocols is strictly forbidden. When requested to inspect the system by the Antivirus software, the user must accept. IS is not held accountable for software or system malfunction. Use within moral bounds is required (Pornographic, violent or other inciting materials are forbidden).

## **8.) Copyright**

Copying software installed on the PC's in the PC-Pools, or installing own software is strictly forbidden. Users are to adhere to current Copyright regulations.

## **9.) Data Protection**

All subfolders saved locally on the PC's belong to the system configuration and may not be altered. If you wish to save any data, you must use the "Tauschlaufwerk" provided. Users are responsible for their own data on the Tauschlaufwerk. Users are advised to regularly save their own data on external sources (E-mail, USB-Sticks, etc.)

## **10.) Responsibility**

Users must adhere to the general laws when using the PC-Pools, such as the penal code, regulations in Copyright, license laws, etc.

## **11.) Login and Password**

In order to use the PCs, users require a *login* and *password* which are to be handled responsibly. This includes not allowing a third party to use the specified login information. Usernames not assigned to the current user will be blocked and excluded from use. Users are accountable for infringements by a third party. The login for the CIP-Pool (6<sup>th</sup> Floor) is comprised of the Matriculation number and the password specified in the application form. Use of the Seminar- or Diplomandenpool requires a separate *login* and *password*.

## **12.) Working with the PCs**

All systems have a pre-defined default configuration. Installation of other software, (even temporary) is not allowed.

## **13.) Printing**

All pools have access to the printer on the 6<sup>th</sup> floor, in HS 2602. In order to print, students need a valid Unicard. Further instructions are pinned near the printer.

## **14.) Maintenance / Service**

The Chair of Information Systems attempts to maintain the PC-Pools on a high level of operation. This includes the functioning of all hard- and software, etc. Regardless, due to service and maintenance, it may sometimes be necessary to close off certain Pools. Additionally, all systems have remote-access software, which allows administrators to access any PC, even if it is currently in use.

In case of queries or uncertainties:

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