



UMEÅ UNIVERSITY

RULES FOR IT RESOURCES AT UMEÅ UNIVERSITY

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¹ This document has been translated from Swedish into English. If the English version differs from the original, the Swedish version takes precedence.



UMEÅ UNIVERSITY

Table of contents

1.	Description	3
2.	Background	3
3.	Rules	3
3.1.	Definitions	3
3.2.	Authorised user	3
3.3.	Using the University's IT resources.....	4
3.4.	Monitoring systems and IT resources.....	4
3.5.	Duty to notify of any incidents or errors.....	4
4.	Decision on additional instructions for the University's IT resources.....	4



UMEÅ UNIVERSITY

1. Description

This document describes the overall rules that apply to Umeå University IT resources as well as the responsibilities held by staff, students and other authorised persons when using them.

2. Background

At Umeå University, there is a need for clarity in how to use of the organisation's IT resources. These rules aim to both protect the IT resources and provide information about the safety measures in place to protect user information. "Umeå University's IT resources" refers to the hardware, software and networks the University provides to authorised users.

All staff, students and others assigned authorisation have a joint responsibility to use the University's IT resources correctly and securely. Furthermore, they must learn the necessary functionality of the IT resources to carry out their tasks.

Due to the content and nature of this document, the international, collaboration, sustainability, student and accessibility perspectives have not been integrated. This policy document is not expected to have any consequences for gender equality at Umeå University.

3. Rules

3.1. Definitions

IT resources

IT resources refer to computers, mobile phones, tablets, program software, IT systems, program licences, communication networks and all surrounding equipment used when communicating and processing information in electronic form.

SUNET

The Swedish University Computer Network (SUNET) intends to meet the needs of data communication at Umeå University and other Swedish higher education institutions and public organisations linked to research or higher education.

Basis for the University's IT resources

Umeå University owns its IT resources, which are intended for use in the University organisation. Only authorised persons may use the IT resources. The use of these resources must not contravene the applicable legislation, SUNET rules, valid agreements and licence terms, this policy document or instructions that have been decided through delegation. Local policy documents for the use of IT resources established by faculties or departments must build upon these rules.

3.2. Authorised user

An authorised user is a person who has been granted authorisation to use the University's IT resources. Only authorised users may use the University's IT resources. Permissions are personal and must not be transferred or otherwise made available to another person. It is not permitted to use another person's authorisation or provide access to unauthorised resources. User identities may not be hidden when using the resources.



UMEÅ UNIVERSITY

Authorisations will be revoked when employment, studies, or other links to the University are terminated. Changes to authorisations may be the result of changes to the system, such as exchanging systems, changed procedures or legal requirements, as well as changes to studies or work tasks. The University has the right to terminate authorisations following a period of continuous inactivity lasting more than six months, unless there is a special agreement between the authorised user and the University stating otherwise. Authorisations may be recalled if the rules are broken or when the University believes it to be necessary.

3.3. Using the University's IT resources

Umeå University's IT resources may only be used for their intended purpose, and within the framework of the University's activities. In addition, their use must comply with the University's basic values.

Umeå University's IT resources may not be used to spread, store, share or receive information in any unauthorised way that

- is in violation of existing legislation, such as the General Data Protection Regulation;
- is in violation of SUNET regulations;
- can be seen as political, ideological or religious propaganda;
- may, in any other way, be seen as abusive and offensive;
- involves organisations without link to the University, such as secondary employment or other private fields;
- aims to market products or services without links to the University;
- is in violation of valid agreements and licence conditions for IT resources; and
- disturbs the University's operations and activities in any other way.

Only a limited amount of private use of the University's IT resources is accepted. The rules concerning official documents must be observed when using the IT resources for private purposes.

3.4. Monitoring systems and IT resources

The content processed using Umeå University's IT resources is University property. The University has the right to monitor IT activities and the way in which IT resources are used.

Umeå University has the right to log events and in other ways monitor how the University's IT resources are used. This monitoring is in place for troubleshooting problems, rectifying security risks and finding evidence of any violations of the applicable rules.

3.5. Duty to notify of any incidents or errors

Users must immediately report any errors or other events significant to the use of IT resources to abuse@umu.se. Users must report any suspected IT incidents.

4. Decision on additional instructions for the University's IT resources

Those who use the University's IT resources must remain informed about what applies in detailed instructions. *The Vice-Chancellor's decision-making and delegation procedure for Umeå University* stipulates how university-wide administrative support processes – such as instructions on the use of IT resources – have been delegated. These instructions are available on the staff website Aurora.