

GENERAL REGULATION FOR THE USE OF SAPIENZA'S COMPUTER NETWORK

Introduction

Sapienza considers the central and strategic role of the computer network as an essential tool for improving the services offered and for pursuing its scientific, educational and administrative goals.

Sapienza, in order to promote the use of the network by all its institutional components, enacts this Regulation that defines the rules for the management and use of the University Network Services.

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ART. 1 - Definitions

1. Sapienza's data computer network is the tool for linking university computer resources to the national scientific network GARR.
2. Sapienza develops and manages the computer network for its scientific, educational and administrative structures.
3. Sapienza's data computer network is a service for scientific, didactic and administrative users; the use of the network is ruled by the following articles and by the decisions of the governing bodies in compliance with the law in force.

Art. 2 - Structures connected to the computer network of Sapienza

The following structures are connected to the computer network of Sapienza:

1. Didactic, research and administrative structures of Sapienza.
2. Individual participants from Sapienza who request the link.

3. External institutions. The connection settings will be ruled by a convention, signed between the parties and approved by the University's governing bodies, attesting the collaboration and usefulness of the link. External Bodies will not be able to access the GARR Network if they are not previously authorized.

All the facilities listed in the previous points will have to appoint a network referent as interface to Infosapienza.

Art. 3 - Users of the Computer Network of Sapienza

The following figures may have access to Sapienza computer network for educational, research and administrative-management purposes, consistently with the available resources:

1. Professors, technical and administrative staff and librarian personnel of Sapienza, undergraduate and postgraduate students, PhDs, post-PhD and research grant fellows.
2. Contract professors, visiting professors, external collaborators involved in institutional activities carried out by Sapienza for the period of time required to complete their duties within the University, subject to prior authorization.
3. Recognized Local Trade Unions that apply to the Rector through their local representative who will be in charge of the connection's use and/or the management of the email box.
4. Recognized Student Unions which applied to the Rector through their President, who will be in charge of the connection's use.
5. Any other category of people authorized by the government bodies, which will also determine the rules for authorization.

Art. 4 - Using the network and access rules

1. Any access to the network must be associated with a physical person by registering a fixed IP address. The physical person will be responsible for the activities of the IP address.
2. The request for access implies the explicit acceptance of GARR rules, of this Regulation and the total assumption of responsibility for the activities carried out through the network. The use of the network is in any case subject to in force law.

3. The Sapienza computer Network can only be used for the didactic, scientific and instrumental activity of the University.
4. Each network user will be identified and will be required to take the necessary steps to not interfere with the proper functioning of communications, to ensure system integrity and access to resources by other users, and to prevent inconveniences or damage to other users. Any found violation or abuse will be the subject of subsequent sanctioning measures.
5. In case of urgent and imperative technical interventions, network connections may be interrupted without prior notice.
6. If users do not log in with the assigned IP address for 90 days, Sapienza will retrieve the IP, blocking all types of network access. Users with blocked IP will have to fill in a new IP request.
7. If users wish to stop using an assigned IP address, they must rescind it by a special procedure. They will remain responsible for the IP address until such request, or in case of downtime until the 90 days expire.

Art. 5 - Abuse in using the network

It will be considered abuse in using Sapienza network:

1. Any act that may compromise the security of computer resources and the confidentiality of Sapienza or other Entities' information.
2. Unauthorized access, use, destruction, alteration, or disabling of computer resources, including the ones through access keys (passwords, badges, etc.), made available to others as well as leaving work stations unattended.
3. The duplication, archiving and use of software on any Sapienza computer resource in violation of contractual dispositions.
4. Use for private purposes of any Sapienza computer resource.
5. Any act that, through the computer network of Sapienza, may cause inconveniences or damage to a third party.
6. The use of data or other computer resources for purposes that are not permitted by the laws in force or in opposition to the dispositions of this regulation.

Personal network use is tolerated provided that:

1. It is not to the disadvantage of institutional tasks.
2. It is not commercial or profitable.
3. It is not offensive.
4. Do not violate in force laws and regulations.

In the event of abuse, according to its severity and without prejudice to the further penal, civil and administrative consequences, the bodies responsible for the IT resources may take measures that will limit its use.

Failure to comply with this regulation or, in any case, the adoption of behaviors that may compromise the operation of the network will be reported to the user who will be called to comply with the terms of use.

In the case of mentioned unacceptable abuses, the necessary urgent measures will be taken, including temporary withdrawal or revocation of network access.

If your behaviour violates the law and/or causes damage of any nature (economic, of image, privacy violation, etc.) disciplinary, administrative or legal action may be taken.

Art 6 - Structure for management and control

The Reti Periferiche Sector of Infosapienza Centre is responsible for applying the technical rules for network management and for verifying compliance with this regulation.

It has the task of planning, developing, monitoring and maintaining the University computer networks.