

## Acceptable Use Undertaking regarding Jönköping University's computer, network, and system resources

Applies jointly or severally for the entities listed below, hereinafter referred to collectively as “Jönköping University”:

- Tekniska Högskolan i Jönköping AB (“JTH”), CIN: 556487-2751
- Internationella Handelshögskolan i Jönköping AB (“JIBS”), CIN: 556487-2728
- Högskolan för lärande och kommunikation i Jönköping AB (“HLK”), CIN 556487-2769
- Hälsohögskolan i Jönköping AB (“HHJ”), CIN: 556619-6399
- Jönköping University Enterprise AB (“JUE”), CIN: 559028-3056
- Högskoleservice i Jönköping AB (“HS”), CIN: 556487-2744
- Stiftelsen Högskolan i Jönköping, CIN: 826001-7333
- Högskolefastigheter i Jönköping AB (“HÖFAB”), CIN: 556284-1089
- Campus Gränna AB, CIN: 559175-5599
- Jönköpings Studentkår, CIN: 826000-9041

### In general

The purpose of computers, mobile phones, accounts, e-mail, etc., is to support the tasks demanded by your position or assignment.

Your user account is personal and your account details such as passwords are to be kept secret. You are only entitled to one personal user account unless otherwise agreed. You are entitled to this account for the duration of your employment or your assignment unless otherwise agreed.

You agree to be bound by this Acceptable Use Undertaking and the rules that supplement it. If you do not accept these rules, your account will be terminated.

Data must be stored in accordance with the university's instructions in the document "Recommended data storage at JU" which is available at <http://ju.se/ansvar>. The storage space on our file servers is limited and your personal storage space will be dimensioned based on the needs of your position or assignment.

You agree to regularly check and read your e-mail.

### Rules

To use Jönköping University's computer, network, and system resources, you undertake to comply with SUNET's<sup>1</sup> (Swedish University Computer Network) Code of Ethics. SUNET's main task is to offer Swedish universities and university colleges national and international data communication.

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<sup>1</sup> <https://www.sunet.se/policy-for-tillaten-anvandning>

**SUNET condemns as unethical when anyone:**

- Attempts to access networks or other IT resources without having permission to access them
- Attempts to disrupt or interrupt the intended use of the networks or connected IT resources
- Attempts to damage or destroy computer-based information
- Obviously wastes available resources (staff time, hardware or software)
- Trespasses on the privacy of others
- Attempts to insult, offend, or humiliate others.

**Examples of unethical behaviours:**

- Attempting to bypass quotas
- Obtaining system permissions illicitly
- Misusing system resources
- Illegally distributing copyright material
- Sending spam e-mails. For more information on spam e-mails, see: <http://ju.se/ansvar>

**Information**

Your personal data will be processed in Jönköping University's IT systems and services. For more information, see: Privacy Policy<sup>2</sup> and personal data processing for the common login service<sup>3</sup>.

Logs for IT systems and services within Jönköping University are continuously created and monitored, and are saved for up to two years

Monitoring has the following purposes:

- To identify, avert, detect and prevent security incidents that could damage common IT systems and services and/or the reputation of Jönköping University.
- For troubleshooting purposes, to identify and prevent operational disturbances in Jönköping University's common IT systems and services.
- To prevent and investigate security incidents where Jönköping University suspects that an employee, student, or external party has acted in breach of the Acceptable Use Undertaking or applicable legislation in force.

System administrators have the right to check stored data, applications, data communications and other components related to IT operations for reliability purposes and if they suspect that account holders have acted in breach of the Acceptable Use Undertaking or application legislation in force.

To enable communication with account holders in case of security incidents and to permit the resetting of passwords, it is important to provide private contact details in the self-service My account for your user account. <https://myaccount.ju.se>

Access to computer resources is limited in time and will expire when your employment or assignment is terminated. Your user account will then be deleted and your computer and mobile phone will be reset. Remember to transfer any data that others are to have access to.

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<sup>2</sup> <https://ju.se/student/studier/regler-och-rattigheter/dataskydd-och-personuppgifter.html>

<sup>3</sup> <https://ju.se/it-hjelpdesk/faq---manualer/mitt-anvandarkonto/ovrigt/gemensam-inloggningstjanst.html>

## Penalties

Security incidents, breaches of this Acceptable Use Undertaking and its associated rules may result in the quarantining of accounts or equipment to minimise the risk of damage. If Jönköping University has access to confirmed private contact details, the account holder will be notified of the event. Otherwise, it is the responsibility of the account holder to contact the IT Helpdesk. In the event of serious or repeated breaches of this Acceptable Use Undertaking, the matter will be referred to your immediate manager. If the account holder has acted in breach of applicable laws, Jönköping University may report the incident to an external party

## Additional information

This Acceptable Use Undertaking is complemented by rules available at <http://ju.se/ansvar>. You agree to keep yourself informed of changes in this Acceptable Use Undertaking and its associated rules. Any changes are announced at least two weeks before the change comes into effect.