DEPARTMENT OF COMPUTER SCIENCES
FACULTY OF APPLIED SCIENCES
CELESTIJNENLAAN 200A
B-3001 HEVERLEE



KATHOLIEKE
UNIVERSITEIT
LEUVEN

Department of Computer Sciences Regulations regarding computer systems and programs.
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I. Area of application

These regulations are applicable to the following users (hereinafter "Users"):

1. All personnel (ZAP, BAP, AAP, ATP) of the Department of Computer Sciences, as well as the scholarship students that belong to the Department ("Personnel");
2. Members of the system group, i.e. personnel with the extra privileges necessary to administer the computer systems ("System Group");
3. Students, part of whose education occurs within the Department ("Students");
4. Third parties insofar as they have obtained approval from the department for the use of the departmental computer systems ("Guests").

II. Regulations for the use of computer systems and programs

1. Login name

In order to access the computer systems and programs, users receive a login name from the System Group. This login name is granted only after agreeing in writing to these Regulations.

2. Computer programs

All Users of computer programs for which the Department has a license or which are subject to other legal limitations (service agreement, for example), agree to use these in strict confidence, not to give these programs to third parties and to only use them for the purposes specific to the target group, to the exclusion of any commercial purposes. The same rule also applies to programs developed by and/or property of the Department of Computer Sciences.

3. Computer systems

a) General regulations

The following basic regulations apply to all users, to be supplemented by the extensions applicable to their group in the following sections:

- All Users are required to safeguard their login name with a properly chosen password, which is changed regularly.
- No one may use the login name of another User.
- No one may give his or her login name and/or password to third parties or allow them to be used by third parties.
- It is prohibited to deliberately and/or repeatedly disrupt other users.
- It is prohibited to deliberately attempt to gain access to data intended for other Users.
- All Users are required to inform the System Group if they become aware of methods that endanger the security or the privacy of the data.
- The use of any network, directly or indirectly connected to the Department, with the intent to use this network or the computer equipment within it without the approval of the owners is prohibited. The use of Departmental computers to make illegal use of other computers is also prohibited.
- All Users are allowed to make use of K.U.LeuvenNet[i], subject, however, to the regulations proposed by the managers of this network.
- All Users are entitled to make explorative use of the Internet[ii], subject to this use not hindering the primary use of the computer systems and networks, as defined for each group of Users, and to this use being allowable within the regulations proposed by the managers of these networks.
- The use of the Internet connections for commercial ends is strictly prohibited.
- All Users are entitled to be able to work quietly on their primary task, and not to be hindered by the explorative use of the Internet by other Users.
- It is prohibited to exploit weaknesses in the systems with the purpose of harming systems or users.

b) Groups of Users.

- Students

  Students received their login name in order to perform tasks within the framework of their education. This is their primary use of the computer systems and networks.

- Guests

  The primary right of use for guests in principal concerns research and educational tasks. However, when needed, specific exceptions may be foreseen at the time the login name is granted.

- Personnel

  Without prejudice to the general rules valid for Personnel, the following stipulations must be observed:

- Personnel have the right to use the computer systems for Department tasks (research, education, administration, services, …). This use is primary for Personnel.
- Personnel are obliged to treat confidential information they might come to possess with the appropriate discretion and to inform their department head of such.
- Personnel have the duty to supervise compliance with these regulations by the Students they are guiding.

- System Group

  The System Group is responsible for the proper functioning of the computer systems. This includes the management and security of the computer systems and their networks. The members of the System Group have extra privileges in order to ensure the proper functioning of the systems.

  De members of the System Group have the same rights and obligations as other personnel, with the following extensions:
- De extra privileges granted the members of the System Group may only be used insofar as they are required for the proper functioning of the infrastructure and may not be misused in order to view, copy or circulate the data or electronic correspondence of the users.
- De members of the System Group agree to treat all confidential information they obtain within the context of their work with the appropriate discretion, and to inform their department head of such.
- The members of the System Group are required to supervise compliance with these rules by Students, Personnel and Guests.

- The members of the System Group are also responsible for the security of the networks and computer systems that they manage.

4. Disciplinary measures and sanctions

When violations to these rules are noted, as initial disciplinary measure, all Users involved will immediately be denied access to the computer systems and programs. This measure can be taken by the department head or the member the Z.A..P. responsible for the Student or Guest, and can only be lifted by the Executive Board of the Department of Computer Sciences. The definitive sanction will be set by the Executive Board of the Department. In addition to the applicable disciplinary sanctions, in each case the following may be imposed as disciplinary measure and/or sanction: temporary or definitive prohibition to use the Departmental computer systems.

In addition, that the Users compensate the K.U. Leuven for all damage caused by their infringements, including but not limited to the following: payment for the facilities used, compensation for the damage caused to data, persons or equipment, payment of communication costs. In addition, Users indemnify the K.U. Leuven against possible compensation for damages that might be claimed by third parties.

III. Regulations applying to computer programs developed by the Department

a) General regulations

For each computer program developed at the Department, the users grant to the K.U. Leuven at least a free-of-charge, perpetual, worldwide license for all purposes that fall within the framework of the mission of the University.

b) Students

In the choice of theses, dissertations or projects, sometimes subjects will be proposed regarding software for which the K.U. Leuven has obligations to third parties. The Students will be clearly informed of this and accept in that regard the following restrictions: Students transfer to the University their share in the copyright on computer programs developed within the framework of the theses, dissertations or projects concerned. The transfer of the property rights occurs in its widest sense, including all the methods of exploitation below. In addition, the Student will sign a statement of confidentiality, the model for which is attached to these regulations (Model 3).

c) Personnel

Personnel are subject to article 169*ter* of the Decree governing the Universities of the Flemish Community, to the Regulations regarding Intellectual Property Rights and to the Implementing Regulations. In the development of programs, the following statement will always be included:

Ó **K.U. Leuven Department of Computer Sciences, year, name of the authors.**

The obligation to confidentiality regarding programs developed by staff is not applicable if the following conditions are fulfilled:

- the developed programs are not eligible for patent protection. If the programs could contain an invention, sharing with third parties is only possible on the condition of the entering into a confidentiality agreement;
- the programs developed are exchanged for research purposes, subject to the communication of the conditions of use to the receiving party (Model 1);
- The programs developed are freely made available on scientific grounds (Model 2).

[i] K.U.LeuvenNet, KULnet for short, is a computer network that connects the many computers of the K.U. Leuven with each other.
[ii] The Internet is a worldwide computer network to which the K.U. Leuven is connected.