

# Laboratório de Instrumentação e Física Experimental de Partículas

## LIP Computing Acceptable Use Policy (AUP)

“Use of LIP computing facilities”

*Applicable to:* **All LIP members and users of LIP Computing Facilities**

*Person responsible:* **LIP Computing Services Coordinator**

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### I— Introduction

1. This AUP defines the rules for the use of **LIP computing facilities**.
2. For the purpose of this circular, the term “**LIP computing facilities**” includes:
  - a) all computers (such as desktop computers, portable devices, data acquisition systems, work stations, servers, etc), peripheral systems (such as printers, etc), and network devices, on the LIP sites and directly or indirectly connected to any LIP network, including any LIP telecommunications network;
  - b) all other computers and on-site and off-site networks partially or wholly managed and/or owned by LIP;
  - c) all support services, program libraries, applications and other software, document or service running on or related to any of the computers and above-mentioned networks, and all electronic mail and Internet services supported by LIP.
3. For the purpose of this circular, the term “user” means any person making use of **LIP computing facilities**.
4. Infringement of the provisions of this circular, and in particular any improper or malicious use of **LIP computing facilities**, may cause material and/ or moral damage to the Organization and serious problems for users of these facilities and may jeopardize computer operations and security at LIP.

### II— Basic principles

5. Authorization to use **LIP computing facilities** is at the discretion of the LIP management.
6. **LIP computing facilities** are intended for the attainment of the Organization's aims. Their use must come within the professional duties of the user concerned as defined by his hierarchy. The scope of personal use of the **LIP computing facilities** is specified in the Annex I.
7. The use of **LIP computing facilities** must cause no material, legal or moral damage to the Organization, nor disrupt their normal operation.

8. **LIP computing facilities** must be used in conformity with:
  - a) the subsidiary Rules of Use defined in general terms by the LIP computing services, a list of which may be consulted on the following Web page:  
<http://www.lip.pt/computing/aup;>
  - b) special instructions which one of these services may draw up in a particular case.
9. Although the Organization endeavors to maintain and protect its computing facilities, it cannot guarantee their proper functioning or the confidentiality of information stored by them. LIP therefore accepts no liability for any loss of information, any breach of confidentiality or any malfunctioning of its services.

### III— Users' access to accounts and data

10. Accounts, may only be used for the purpose for which they have been allocated to the user.
11. All accounts and authentication/authorization credentials must have appropriate access protection, such as account codes or passwords.
12. The user shall take the necessary precautions to protect the **LIP computing facilities** against unauthorized access. The user shall also protect details of his personal account, particularly by avoiding obvious passwords and shall not make available his authorization and/or authentication credentials to any third party, unless expressly authorized by the LIP computing services. Upon request from the LIP computing services, the user shall select a new password or authentication credentials. Upon request from the LIP computing services, the user shall take the indicated steps to protect or properly configure the **LIP computing facilities** or any other facilities connected by the user to them.
13. If the user has been given an account with privileged access in connection with specific professional duties, he must notify the LIP computing services as soon as those duties no longer require privileged access.
14. The user must keep confidential all information obtained while accessing **LIP computing facilities** that the user may reasonably be expected to understand is confidential or sensitive in nature.
15. The user shall not seek unauthorized access to accounts which have access protection and shall not, except provided otherwise in §18 hereunder, look for, disclose or exploit any security weaknesses in the **LIP computing facilities** or use these facilities to do so with respect to any other computing facilities.
16. The user must report any unauthorized use of **LIP computing facilities** (including access to its account, desktop computer or portable) to the LIP security officer, LIP computing services coordinator or the service manager concerned.
17. Users shall respect the proprietary rights related to **LIP computing facilities**, including software and content material copyrights. Infringement of this obligation may constitute a breach of contracts concluded by LIP with outside suppliers of computers, networks, software and services, with consequences that can be drawn upon the user.

### IV— Third party access to users' accounts and data

18. The LIP computing services coordinator, the LIP security officer, the service managers for **LIP computing facilities** and all persons expressly authorized by the LIP management shall have access to information contained in **LIP computing facilities**. Such access is subject to the following conditions :
  - a) The above-mentioned persons shall not exchange among themselves information acquired thereby unless it is expressly required for the execution of their duties at LIP.
  - b) Access must always be consistent with the professional duties of the above mentioned persons and is only permitted for :

- i) the resolution of problems affecting **LIP computing facilities**, including upgrades or the installation of new facilities;
- ii) the detection of computer security weaknesses or computer security violations;
- iii) the monitoring of resources available to ensure the adequacy of **LIP computing facilities**;
- iv) the investigation, upon instruction by the LIP Computing services, of a suspected infringement of this circular by a user;
- v) the reallocation of access to or deletion of accounts when a user's contract with LIP is terminated or when his activities are no longer compatible with the aims of the Organization;
- vi) the normal operations of the organic unit of the user where the absence of the user would seriously interfere with operations.

## V — Liability and sanctions

- 19. The user concerned shall be liable for damage resulting from any infringement of the present circular.
- 20. In such cases, and as a general rule, the LIP computing services coordinator, LIP security officer or the group leader(s) concerned or the head of the service concerned shall inform the user concerned and explain the nature of the problem that has been detected or of the infringement that has been identified.
- 21. In the event of repeated infringement following the measures provided for under §20 above, or at any time when justified by the seriousness of the infringement, the Organization may withdraw access rights to **LIP computing facilities** from the user concerned and/ or initiate disciplinary and/ or legal proceedings against him.

# Annex I

## Rules for personal use

1. The following rules supplement §6 of LIP Computing AUP “Use of **LIP computing facilities**” and cover personal use of **LIP computing facilities**.
2. Personal use is defined as any use which does not come within the professional duties of the user.
3. Personal use of the computing facilities is tolerated or allowed provided:
  - a) It is in compliance with the present AUP and not detrimental to official duties, including those of other users;
  - b) the frequency and duration is limited and there is a negligible use of LIP resources;
  - c) it does not constitute a political, commercial and/or profit-making activity;
  - d) it is not inappropriate or offensive;
  - e) it does not violate applicable laws.

**Important Note:**

**To download, store, share or use content or software protected by copyright without proper ownership, licenses or legal rights is absolutely forbidden by law.**

**Unauthorized access to data and/or computing facilities (internal or external) is absolutely forbidden by law.**

**Any violation of the applicable laws will be reported to the competent authorities.**

The LIP management shall have discretion in deciding whether these conditions are met.

4. Subject to the conditions under §3 above, the following are allowed :
  - a) The use of **LIP computing facilities** for social activities related to LIP.
  - b) Personal Web pages on **LIP computing facilities**.
5. Subject to the conditions under §3 above, the following are tolerated :
  - a) The personal use of electronic mail.
  - b) The browsing of Web pages or access to online services unrelated to official duties.