

Vice-Chancellor /CEO/ Directive No. 1/2006

User Regulations

For the usage of the training technology and information technology systems of the International Business School

These Regulations provide general information about the usage, utilisation order of the training technology and information technology equipment owned by the International Business School (hereinafter referred to as: IBS), rights and obligations of users furthermore the regulations refer to certain special cases arising during utilisation of the above systems.

Chapter I.

For the usage of training technology systems and equipment

I. Definitions

1. Training technology equipment (owned by IBS)
 - a) Televisions and their accessories (remote controls, holding brackets and cabinets, heavy and weak current cabling of the mounted – and installed - instruments),
 - b) Other displays (Plasma, LCD, TFT) and their accessories (remote controls, holding brackets and cabinets, heavy and weak current cabling of the mounted – and installed - instruments),
 - c) Projectors and their accessories, projection screens, (remote controls, holding brackets and cabinets, heavy and weak current cabling of the mounted – and installed - instruments),
 - d) Classroom projectors and overhead projectors and their accessories, projection screens,
 - e) Language tape recorders, tape recorders,
 - f) VCRs,
 - g) DVD players and recorders,
 - h) Picture technology instruments (splitters, distributors, remote controls, holding brackets and cabinets, heavy and weak current cabling of the mounted – and installed - instruments),
 - i) Sound technology instruments (microphones, micro port, amplifier, speakers, remote controls, holding brackets and cabinets, heavy and weak current cabling of the mounted – and installed - instruments),
 - j) Special tutor presentation desks.
 - k) Other heavy and weak current cables essential for the operation of the instruments.

- 1) Boards (fixed and mobile, which can be wiped off when dry and Flip Chart boards), board wipers and other fittings of the boards.
2. Operational staff of the school (Operators)
 - a) Members of the Training Technology Team of IBS
 - b) Users of certain sub-systems, who are employees of IBS or tutors, who are in agency contract relationship with IBS
3. The expression of IBS citizen shall refer to all people, who are in student, employee or civil law legal relations with IBS.
4. Users can be all citizens of IBS, who are aware of the regulations and comply with the regulations, and who have accepted the regulations at time of using the training technology system for the first time. The regulation shall be requested in writing from the training technicians at the first usage of the instrument. In absence of the above user shall not be entitled to use the instruments.
5. Everyone shall be informed about the regulations, who are given permission or instruction for the usage of the training technology instruments. (The regulation is accessible on the IBS Intranet portal, under Computing).
6. All segregated educational, research and development units receive a topic number and all projects which are subject to internal accounting for using central resources.

II. Other special concepts

1. Proper use shall mainly refer to the usage of the systems related to college studies, educational and research activity, furthermore it shall be considered as proper use if it does not infringe the business interest, security regulations of IBS and the protection of data and personality of other private individuals, if it is not considered as a business purpose activity performed outside the college, furthermore it does not violate the following rules and regulations:
 - a) Playing medias (with special respect to **sound and film recordings**) subject to copyright protection and which are not provided by IBS, is not considered as proper use.
 - b) **Hindering the work of others** shall be considered as improper use, due to the extensive and unjustified usage of the training technology equipment or due to inaccurate usage.
 - c) It is strictly forbidden to illegally play and copy compositions subject to copyright protection by using the training technology equipment of IBS. Abuse of the access opportunity provided by IBS shall result in a disciplinary action and in certain cases originator shall be liable to compensate for the damages.
2. The usage of the training technology equipment is offered by IBS as part of the educational activity as a training technology service to users.

Scope of authority

The training technology services of IBS cover only the systems, which are part of the training technology infrastructure. IBS shall assume responsibility for the proper use of these systems. The financial and legal consequences resulting from the improper, illegal usage of these systems and from activities performed by using other instruments shall be imposed to the originator, with special respect to the showing and copying medias subject to copyright (cf. VI. Article 9.).

III. General user rules and regulations

1. All users of the training technology equipment owned by IBS or under the permanent usage of IBS shall perform their work in accordance with the user rules and regulations. User shall be aware of the rules and regulations with respect to the usage of the training technology equipment.
2. Users shall only use the training technology equipment according to the rules.

Accordingly it is strictly forbidden to:

- disturb the activity of any other users,
 - wreck the training technology equipment or their accessories and to threaten their operability.
3. User shall cooperate with the designated local and college operational staff. In situations set forth by the college rules and regulations user shall follow the instructions of the operational staff even if user has a different opinion. User shall have the right to retrospectively submit its complaint to the leader of the infrastructure or to the superior of this person.
 4. User shall assume financial responsibility for damages resulting from the violation of the rules and regulations and the lack of due diligence. In these situations the staff shall have the right to restrict or completely exclude user from the usage of the training technology equipment as an additional penalty sanction. (cf. VI. Article 9.).

IV. Utilisation methods

1. The training technology equipment is classified in the following categories pursuant to the utilisation methods:
 - „A” training technology equipment exclusively available to training technicians (e.g. other displays (Plasma, LCD, TFT) and their accessories, projectors and their accessories, projector screens, picture and sound technology equipment and other heavy and weak current cables essential for the operation of the equipment),
 - „B” training technology equipment, which is exclusively available for the tutors or lecturers during educational activity (e.g. televisions and their accessories, projectors and overhead-projectors and their accessories, language tape recorders, tape recorders, VCR and DVD players and recorders),
 - „C” freely usable training technology equipment during educational activity (e.g. projectors and overhead-projectors and their accessories, tutor presentation desk and PC),
 - „D” completely free use training technology equipment (e.g. boards, board wipers),
 - „E” training technology equipment or computer using the infrastructure of the college, but which are not under the management of the college. (e.g. own camera),

The classification according to the utilisation method defines that the given training technology equipment is suitable for what type of use and what type of registration or administration shall be prescribed with respect to these instruments.

2. The classification of the training technology equipment according to utilisation method shall be performed in writing by the leader of the organization unit, who practices the right of disposal over the given equipment based on the recommendation of the operational staff.
3. Leader of the organizational unit shall ensure the user data registration of the computers entered into the inventory list of the given organizational unit.

V. Administration of users

1. For educational equipment of the „E” utilisation category IBS provides the infrastructure and access necessary for connecting to other training technology equipment. User shall accept and acknowledge the general ethical and legal rules and regulations with respect to the usage of training technology equipment. The equipment of this category shall only be connected to other technical equipment of IBS with the help a training technician.
2. The educational equipment of the „D” utilisation category shall be governed by the general rights and obligations of IBS citizens. The utilisation method and lawfulness of the usage shall be defined primarily by the utilisation location. User is informed by the training technician about the user rules and regulations prior to the first usage. After that user, by the first usage of the equipment acknowledges the user rules and regulations. Education shall always take priority of the usage of training technology equipment outside the scheduled lessons.
3. During the application of the educational equipment of the „C” utilisation category (e.g. tutor presentation PC, projectors) the respective tutor and/or the operational staff shall always ensure the logging of the users. User rights shall be requested in writing from the training technicians. User is informed by the training technician about the user rules and regulations prior to the first usage. After that user, by the first usage of the equipment acknowledges the user rules and regulations. Education shall always take priority of the usage of training technology equipment outside the scheduled lessons.
4. For the usage of educational equipment of the „B” utilisation category user rights shall be requested from the training technicians. User rights shall be requested in writing from the training technicians. User is informed by the training technician about the user rules and regulations prior to the first usage. After that user, by the first usage of the equipment acknowledges the user rules and regulations. Education shall always take priority of the usage of training technology equipment outside the scheduled lessons.
5. In the case of educational equipment of the „A” utilisation category the registration of the user (who is the training technician) shall be managed jointly with the operational registration of the training technology equipment.
6. User rights obtained for the given training technology equipment shall not assigned to other users.

VI. Rights and obligations of users

1. User shall have the right to:

- a) receive information about the user rules and regulations, the responsible operators and their scope of activity and authority,
- b) submit complaints against the measures of the operational staff to the leader of the organizational unit,
- c) request the provision of the eligible training technology equipment from the Student Centre. (Training technology equipment shall only be requested from the Student Centre!)
- d) use the training technology equipment in accordance with utilisation category.

2. Obligation of user is to:

- a) comply with the user rules and regulations,
- b) protect the condition of the training technology equipment and the order and tidiness of the classroom
- c) execute the instructions of the operational staff
- d) log the important events and failures related to the application of the training technology equipment; report to the training technicians and to the Student Centre, with special regards to the case of **theft or wrecking**
- e) warn other users about the compliance with the rules and regulations, prevent and report any improper use or use against the rules and regulations,
- f) report any possible detected security-related deficiency or issues to the respective operational staff.

3. It is strictly prohibited for User to:

- a) exploit any possible security deficiencies,
- b) stay in a classroom, which contains training technology equipment or use this equipment located in the given classroom without permission of the Student Centre,
- c) **disturb the work of other users**, view and copy their material illegally, and to play it in front of other users,
- d) disintegrate or restructure any weak or heavy current networks related to the training technology systems of IBS; connect any other educational and non-training technology equipment to the network without permission.
- e) wreck the technical instruments and equipment used for the protection of the training technology equipment.

4. In the case of any defects the troubleshooting of the failure shall be not started arbitrarily. First of all the training technician or the assigned operator shall be informed (if possible the failure shall be described as accurately as possible). The training technician or the assigned operator shall be entitled to make provisions for the troubleshooting of the failure.

5. User shall not attempt to obtain any non-authorized training technology equipment. Any respective illegal attempt or successful obtainment shall be considered as break in or theft.

6. During the usage of the training technology infrastructure special attention shall be tributed to the compliance with the general work safety regulations. The proper use of the high amounts of electrical equipment and cables, the immediate reporting of any possible failures is also a

requirement. It is also required to behave in disciplined manner in accordance with the environment, which requires increased precaution.

7. Users of the college shall use the network in such way, that their behaviour does not infringe the credit, good reputation and interest of the institution.
9. If user fails to comply with the rules and regulations, the operational staff shall apply the following penalty sanctions against user:
 - a) partial restriction of the usage,
 - b) complete exclusion from the usage,
 - c) initiation of disciplinary proceedings,
 - d) initiation of indemnification proceedings.

Chapter II.

For the usage of information technology systems and instruments

These Regulations provide general information about the usage, utilisation order of the information technology equipment owned by the International Business School (hereinafter referred to as: IBS), rights and obligations of users furthermore the regulations refer to certain special cases arising during utilisation of the above systems.

I. Definitions

7. Information technology equipment (owned by IBS)
 - a) Computers and their accessories, peripheral devices; computer network and their accessories, wireless computer network (WiFi),
 - b) Printers, scanners, projectors, audiovisual equipment
 - c) Programs, system programs
 - d) Data structures and data
8. Operational staff of the school (Operators)
 - a) Members of the Training Technology Team of IBS
 - b) Users of certain sub-systems, who are employees of IBS or tutors, who are in agency contract relationship with IBS
9. The expression of IBS citizen shall refer to all people, who are in student, employee or civil law legal relationship with IBS.
10. Users can be all citizens of IBS, who are aware of the regulations and comply with the regulations, and who have acknowledged the regulations by the first entry. In absence of the above user shall not be entitled to use the instruments.

11. Everyone shall be informed about the User Rules and Regulations. (The regulation is accessible on the IBS Intranet portal, under Computing).
12. All segregated educational, research and development units receive a topic number and all projects which are subject to internal accounting for using central resources.

II. Other special concepts

1. Proper use shall mainly refer to the usage of the systems related to college studies, educational and research activity, furthermore private use as well if it does not infringe the business interest, security regulations of the College and the protection of the data and personality of other private individuals, if it is not considered as a business purpose activity performed outside the college, furthermore it does not violate the following rules and regulations:
 - a) Usage of programs and systems not provided by IBS (with special respect to **games, communication programs, P2P downloadable programs**) shall not be considered as proper use, with special respect to the usage of illegal software.
 - b) **Hindering the work of others** shall be considered as improper use, due to the extensive and unjustified usage of the information technology infrastructure or due to inaccurate usage. (Including resources as the printer, line capacity, disk space, etc.)
 - c) It is strictly forbidden to illegally download compositions subject to copyright protection from the electronic network by abusing the access opportunity provided by IBS; infringement of this rule shall result in a disciplinary action and in certain cases originator shall be liable to compensate for the damages.
2. The usage of the information technology equipment is offered by IBS as part of the educational activity as information technology service to users.

Scope of responsibility

The information technology services of IBS cover only the systems, which are part of the information technology infrastructure. IBS shall assume responsibility for the proper use of these systems. The financial and legal consequences resulting from the improper, illegal usage of these systems and from activities performed by using other instruments shall be imposed to the originator, with special respect to the showing and copying medias subject to copyright (cf. VI. Article 9.).

III. General user rules and regulations

1. All users of the computer technology infrastructure owned by IBS or under the permanent usage of IBS shall perform their work in accordance with the user rules and regulations. User shall be aware of the rules and regulations with respect to the usage of the computer technology infrastructure.

2. Users shall only use the computer technology infrastructure according to the rules.

Accordingly it is strictly forbidden to:

- disturb the activity of any other users,
 - obtain and transfer illegal authorizations and data,
 - wreck the software and hardware elements, and to threaten their operability
3. User shall cooperate with the designated local and college operational staff. In situations set forth by the college rules and regulations user shall follow the instructions of the operational staff even if user has a different opinion. User shall have the right to retrospectively submit its complaint to the leader of the infrastructure or to the superior of this person.
4. User shall assume financial responsibility for damages resulting from the violation of the rules and regulations and the lack of due diligence. In these situations the staff shall have the right to restrict or completely exclude user from the usage of the information technology equipment as an additional penalty sanction. (cf. VI. Article 9.).

IV. Utilisation methods

1. The computer technology infrastructure elements (computers, resources) are classified in the following categories pursuant to the utilisation methods:

„A” computer with special security requirements,

„B” computer with low amount of users, without a personal identification system (e.g. office PC),

„C” computer with multiple users, without a personal identification system (e.g. laboratory PC),

„D” completely free use computer (e.g. pub PC).

„E” computers, using the infrastructure of the college, but not managed by the college

The classification according to the utilisation method defines that the given computer is suitable for running what type of applications and what type of registration shall be prescribed with respect to this computer.

2. The classification of the computers according to utilisation method shall be performed in writing by the leader of the organizational unit, who practices the right of disposal over the given computer based on the recommendation of the operational staff.

3. Leader of the organizational unit shall ensure the user data registration of the computers entered into the inventory list of the given organizational unit.

V. Administration of users and the information technology system

8. For the computers of the „E” utilisation category IBS provides access to the internet – upon obtainment of the necessary rights- and to the internal network. User shall accept and acknowledge the general ethical and legal rules and regulations with respect to the usage of the computer network.
9. The educational equipment of the „D” utilisation category shall be governed by the general rights and obligations of IBS citizens. The access of these computers to the network shall be filtered according to the safety requirements. User by the first usage of the equipment acknowledges the user rules and regulations.
10. During the mass application of the educational equipment of the „C” utilisation category (e.g. PC labs) the respective tutor and/or the operational staff shall always ensure the logging of the users. User rights shall be requested in writing from the training technicians. After that user, by the first usage of the equipment acknowledges the user rules and regulations. Education shall always take priority of the usage of training technology equipment outside the scheduled lessons.
11. For the usage of educational equipment of the „B” utilisation category user rights shall be requested from the training technicians. The operational staff shall ensure the logging the of the computer access. User by the first usage of the equipment acknowledges the user rules and regulations.
12. In the case of educational equipment of the „A” utilisation category the registration of the user (who is the training technician) shall be managed jointly with the operational registration of the computer. It is also necessary to log the user activities (e.g. by using log files).
13. User rights obtained for computers linked together in a network shall not be assigned to other users. Accordingly the available tools shall always ensure the personal identification opportunity of users.

VI. Data security measures

1. Information obtained by using the operational authorizations and by the logging of activities, inspection of the traffic, furthermore by using other computer technology equipment shall only be used for fixing operational issues of the information technology equipment of IBS and for eliminating illegal use and detecting infringing behaviour. The PLK leader shall give instructions to the collection and application of this information for other purposes. The operator shall assign the people, who are authorized for the collection of this information and who are entitled to receive such information, by limiting the number of these parties to the minimum.
2. Act of Data Protection 10. § Article (1) The data handling party and the data processor, who proceeds within its scope of activity shall ensure the safety of the data, furthermore it shall take all necessary technical and organisational measures and establish those procedural rules and regulations which are required for the enforcement of this act and other data protection and security rules and regulations.
3. The data – with special respect to the personal data classified as state and service related secret – shall be protected from illegal access, modification, publication, deletion or any other damage and destruction.

4. All measures necessary for the enforcement of the data security rules and regulations shall be taken in order to ensure the safety of personal data managed manually or stored and processed on computers.

VII. Rights and obligations of users

1. User shall have the right to:

- a) receive information about the user rules and regulations, the responsible operators and their scope of activity and authority,
- b) submit complaints against the measures of the operational staff to the leader of the organizational unit,
- c) receive exact information about the security classification of the computer subject to usage,
- d) request the provision of the eligible resources from operator,
- e) use the services assigned to the computer in accordance with utilisation category.

2. Obligation of user is to:

- f) comply with the user rules and regulations
- g) protect the condition of the information technology equipment, the order and tidiness of the classroom
- h) execute the instructions of the operational staff
- i) log the important events and failures related to the application of the computer; report with special regards to the case of **suspicion of virus infection**,
- j) warn other users about the compliance with the rules and regulations, prevent and report any improper use or use against the rules and regulations,
- k) report any possible detected security-related deficiencies or issues to the respective operational staff.

3. It is strictly prohibited for User to:

- f) disintegrate the weak or heavy current network of the computers, and change any hardware configurations,
- g) exploit any possible security deficiencies,
- h) **disturb the work of other users**, view and copy their material illegally,
- i) disintegrate or restructure the network or IBS; connect any computers or equipment to the networks without permission.

4. If virus infection is suspected the computer's system owner or the assigned operator shall be immediately informed, and the further usage shall be suspended until the instruction given by the system owner or the assigned operator.

5. In the case of any defects the troubleshooting of the failure shall not started arbitrarily. First of all the system owner or the assigned operator shall be informed (if possible the failure shall be described as accurately as possible). System owner or the assigned operator shall be entitled to make provisions for the troubleshooting of the failure.
6. User shall not attempt to obtain any non-authorized resources, services, authorizations or quotas. Any respective illegal attempt or successful obtainment shall be considered as break in or theft.
7. The system shall not be entered by using somebody else's user ID. It is forbidden to transfer any personal ID and/or password or to assign any authorizations. The person, who transferred or assigned the above, shall be held liable for any resulting damage –and which was performed by another person- .
8. During the usage of the information technology infrastructure special attention shall be tributed to the compliance with the general work safety regulations. The proper use of the high amounts of electrical equipment and cables, the immediate reporting of any possible failures is also a requirement. It is also required to behave in disciplined manner in accordance with the environment, which requires increased precaution.
9. The behaviour of users of the college, while using the Internet and Intranet shall comply with the requirements of the Netikett, which is officially approved. The English language version and the official Hungarian translation of the Netikett (RFC 1855) are available on the Intranet.
10. Users of the college shall use the network in such way, that their behaviour does not infringe the credit, good reputation and interest of the institution.
11. If user fails to comply with the rules and regulations, the operational staff shall apply the following penalty sanctions against user:
 - a) partial restriction of the usage,
 - b) complete exclusion from the usage,
 - c) initiation of disciplinary proceedings.
 - d) initiation of indemnification proceedings.

Chapter III.

About the implementation of electronic surveillance system and the usage of the system

1. This chapter provides general information about the introduction of the Video surveillance system applied within the territory of the IBS International Business School (hereinafter referred to as: IBS), order of the storage and application of the data recorded by the surveillance system and about the parties entitled to view the data.
2. By taking into consideration the stipulations of the Act CXXXIII. of 2005 Paragraphs 28-31. about personal and property protection the College operates an electronic surveillance system.

The data obtained during the operation of the system shall be governed by the referred laws and the respective regulations of Act LXIII of 1992 about data protection.

3. At visible locations, legible notification signs and information boards will be placed referring to the operation of the system.
4. Leader of the Financial and Logistics Centre and the leader of Computing shall have access to the data recorded by the surveillance system, no access is allowed to any other parties, it is forbidden to attempt accessing the referred data.
5. The data pursuant to the stipulations of Act CXXXIII. of 2005, Paragraph 31. shall be destroyed from time to time.
6. If any circumstances serving as a basis for a crime, other legal offence, disciplinary proceeding or indemnification procedure are detected, the parties with the authorization to access the data shall jointly proceed and inspect the stored data with respect to the given period – a protocol shall be drawn up with the cooperation of the legal representative of the College (31.§Article (7)).

This CEO Directive shall become effective on 1st September 2006; any related previous rules and regulations shall be become ineffective.

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/CEO/