



ISTITUTO AGRARIO  
DI SAN MICHELE ALL'ADIGE

REGULATIONS AND PROCEDURES FOR ACCESSING AND  
USING THE COMPUTING AND ICT SERVICES OF THE  
AGRICULTURAL INSTITUTE OF S. MICHELE  
ALL'ADIGE'S NETWORK

DISCLOSURE PURSUANT TO ART. 10 et seq., Leg. Decree 196/2003

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### **Art. 1 – Premises.**

1. This document sets out the regulations and procedures for accessing and using the IT and ICT network, computing equipment and applications available to users, and the network services available for use within or outside the Institute.
2. This document applies wherever there are local networks, workstations, and computing and/or ICT facilities belonging to the Institute and located in any of its buildings.

### **Art. 2 - General principles.**

1. The Agricultural Institute of S. Michele (IASMA) encourages the use of the network and associated services and equipment, as useful tools for pursuing its goals.
2. In light of the potentialities of the computing and ICT resources, users are held personally responsible for ensuring they do not abuse the services.

### **Art. 3 - Definitions.**

The following terms used in this document have the meanings hereby given:

- *Institute*: Agricultural Institute of San Michele all'Adige, abbreviated to IASMA, including all its buildings and land.
- *Users*: Persons authorised to use the network as set out in this document.
- *Institute Network*: also referred to as IASMA network, all devices and equipment which link the computing and ICT resources of the Institute's buildings and workstations and which enable access to its external ICT networks.
- *Workstation*: a personal computer connected to the IASMA network enabling the user to access the computing and ICT services
- *Systems administrators*: Personnel of the Computing and Statistics Department responsible for managing, developing and monitoring the technological systems that support the IASMA network services.
- *Data controller*: the person responsible for processing data (Art.4, para. g, Leg. Decree no. 196 of 06/30/2003), being the Head of the Computing and Statistics Department.
- *Internet network*: The system of networks based on TCP/IP communication protocols.
- *Identities*: The user name and personal password providing access to the Institute's network and its resources.
- *Abuse*: any violation whatsoever of the regulations contained in this document or of any other civil, criminal and administrative regulations governing activities and services carried out over the network.
- *Log*: the archive or archives of activities carried out by users over the network and its services, or of the systems and technological devices that support the services.
- *Network Services*: any hardware and/or software services that the IASMA network has the capacity and potential to offer.

### **Art. 4 - Persons who may access the Institute network.**

1. All persons employed by IASMA or persons acting on behalf of the Institute are entitled to access the Institute network, in accordance with the procedures set out in Art. 5 of this document, subject to authorisation and verification of their credentials and their need to use the network and its resources, in keeping with the work to be carried out.
2. The Computing and Statistics Department ensures access to the network and efficient functioning of related services, within the limits of its available resources.
3. The Computing and Statistics Department reserves the right to make changes and/or additions to this document when and as required, for technical reasons or wherever unforeseen situations and issues arise which need to be regulated.

### **Art. 5 – Authorisation and procedures for accessing the network.**

1. Persons who, for reasons related to the activities they carry out at the Institute or on its behalf, wish to access the Institute network and the services it provides, in whole or in part, must submit a written request, using the appropriate form countersigned by the head of their department or by his/her delegate, to the appropriate department (administration service / experimental centre secretary's office), detailing the requested services, i.e. email, internet, or other specific requirements not covered by the services normally offered by the network.

2. The department in question (administration service / experimental centre secretary's office) shall forward the request to the Computing and Statistics Department along with all data relating to the user's situation and his/her position within the Institute. The Managing Director, in his/her capacity as head of the Computing and Statistics Department, assisted by the director of this Department, having checked that the user's activities are in accordance with the request, will authorise access to the network and the creation of the necessary identities (username-password).
3. Users will be granted access after they have signed and accepted the present document and the regulations governing activities and services available on the network.

#### **Art. 6 – Using the network**

1. The identities provided (username-password) must be kept by users and are for personal use only.
2. Users are advised that should their identities (username-password) be made known to third parties, this will allow the latter to access the IASMA network, use its services in the user's name and access the data and procedures within it.
3. The user, identified by means of the assigned identities (username-password), is entirely responsible for the work s/he carries out over network once access has been gained to it.
4. Users are held liable for any illegal acts and crimes committed by them or by anyone using their identities (username-password).
5. Except in the case of specific and justified requirements, countersigned by the head of the department making the request and approved by the Computing and Statistics Department, every network access is associated with an individual and the activities carried out can be attributed to that individual through the user identities, the personal system, the server system, remote access and the network services.
6. Users agree to keep the workstation assigned or on loan to them in good condition and to take all possible measures to protect hardware and software from accidental or intentional damage.
7. Users may not insert devices not authorised by the Computing and Statistics Department into the IASMA network. The department should be notified of any specific requirements, which will be considered individually.

#### **Art. 7 – Recording of activities.**

1. Users acknowledge and accept that any activities carried out by them while using the Institute's network services are electronically recorded.
2. Recording is carried out through system "Logs" automatically generated by devices for controlling the Institute network.
3. The content of the Log is strictly confidential. The data controller is bound not to process users' personal data and/or data regarding their activities and/or the contents they consult or put on the network, except for legal purposes or upon request by the judicial authorities, or by the Institute's Managing Director or President.
4. Recordings of users' activities will be stored for as long as is deemed necessary and in any case for a period not exceeding six months.
5. Users acknowledge and accept that the system logs relating to specific services, such as communications and electronic mail, may be used by systems administrators for purposes related to the smooth running and efficiency of equipment and services, and for monitoring the quality of these services provided by the IASMA network.

#### **Art. 8 - Provision of services**

1. The Computing and Statistics Department reserves the right to suspend network services for general maintenance. Wherever possible, users will be informed of any such interruptions.
2. The Computing and Statistics Department is not responsible for any damage or malfunction arising from users' misuse of allocated hardware and software.
3. The Computing and Statistics Department, in the person of its head of department or designated staff member and with approval from the Managing Director, may suspend a service or a network access if it is found to constitute flagrant abuse, to cause potential damage to the Institute, its facilities or another user, or to interrupt/restrict the functioning and smooth running of the network and its services.
4. Access to the IASMA network and its services will officially cease upon expiry of the user's contract with the Institute, in accordance with the information provided by the administration service / experimental centre secretary's office when the request to use the service was made. Data contained in personal archives on computer servers will be removed and deleted 90 days after the expiry date of the contract with the Institute

5. The Computing and Statistics Department guarantees the confidentiality of communications made using their internal email service. The content of such communications will not be subject to any check, control or censorship by the Management. However, no such guarantees are made regarding public electronic mail services available on the Internet or communications sent outside the institute.

6. The Computing and Statistics Department guarantees that identities (username-password) issued to users for accessing network services are confidential and unique.

#### **Art. 9 - Prohibited activities.**

The network and its services may not be used:

- In contravention of what is set out in this document.
- In contravention of criminal, civil or administrative laws relating to the regulation of activities and services carried out on the network.
- For purposes not relating to the Institute's objectives and activities;
- To obtain unauthorised access to the Institute's internal or external network resources;
- To carry out activities which violate the privacy of other users or third parties or in any case data generally classified as confidential or with restricted access;
- For any activities which impede the smooth running of the network or which interfere with other users' access to it and its services;
- For activities that divert resources (people, capacities, computers)
- For activities which result in the unauthorised transfer of information or applications (software, databases, executables, audio/video, etc.)
- For activities that violate laws protecting intellectual property.
- For personal activities or for purely entertainment purposes
- The use of anonymity or of resources which grant the user anonymity are forbidden.
- Unless permission is otherwise given, it is forbidden to use systems, means and identities which have not been authorised by the Institute, and in any case which do not conform with the requirements set out in this document for carrying out activities on the Institute's behalf.

#### **Art. 10 - Penalties.**

1. The following penalties may be imposed for any abuse, according to its severity and subject to further criminal, civil, administrative or disciplinary proceedings:
  - a) Suspension of access to the network for a minimum of one week to a maximum of six months;
  - b) Definitive expulsion from use of the network and its services.
2. Penalties are imposed by the Head of the Computing and Statistics Department.

#### **Art. 11 - Email**

1. The Institute encourages the use of email as part of its activities.
2. The Computing and Statistics Department on behalf of the Institute assigns an email account to all persons requesting access to the network, according to the procedures set out in Art. 5 of this document, provided the user's activities for or on behalf of the Institute justify such access.
3. Users may use the service in conformity with their activities and their position within or on behalf of the Institute. With respect to the procedures set out in Art. 7 of this document, no checks or recordings are made regarding use of the electronic mail service and the contents of mailboxes.
4. Mailboxes have a maximum capacity of 200 MB
5. The email account holder is required to check mailbox contents at least once a week and to optimise space by deleting or archiving wherever possible.
6. The Computing and Statistics Department on behalf of the Institute is authorised to deactivate any accounts that the user has not used or consulted for periods of more than 30 days after the date of activation.
7. When a user's email account is deactivated, the head of the user's department has the authority to request a copy of the mailbox contents before they are deleted; the request will be granted within 90 days of the user's account being

terminated.

8. The user acknowledges and accepts that, for the service's specific requirements, the head of his/her department has the authority to have the content of the user's mailbox read or forwarded to another email address.

9. Except in the case of specific and justified requirements, approved by the Computing and Statistics Department, it is forbidden to send or receive communications in the name of or on behalf of the Institute using any email account other than that provided by the Institute.

10. Users acknowledge and accept that the system logs of the communications equipment used by the email service may be used by the systems administrators for monitoring purposes in order to maintain smooth running of the service.

### **Art.12 - Internet**

1. Internet access is free and available from any designated workstation.

2. All persons making the appropriate request, according to the procedures set out in Art .5 of this document, can access the Internet provided their activities for or on behalf of the Institute justify such access.

3. Students may access the Internet for educational purposes, within the terms of their study programme or research as agreed with their teachers.

4. Users can access the Internet service using the identities (username-password) allocated when the request to use the services provided by the Institute network was made.

5. The identities issued to the user are personal and unique. Whenever a given set of identities is used by the holder or by someone on her/his behalf, the holder is responsible for the activities carried out during consultation of the Internet.

6. Users acknowledge and accept that any activities carried out while using the Internet service may be recorded in electronic form, in accordance with art. 7 of this document.

7. Users are granted permission to use the Internet service only for purposes relating to their professional activities for or on behalf of the Institute.

8. Except in the case of specific and justified requirements, endorsed by authorisation, it is forbidden to use the Internet service to download pictures, videos, audio files, software or any other data/network service not connected with the user's activities for or on behalf of the Institute.

9. The Computing and Statistics Department may block access to sites and/or particular web pages which are not strictly of concern to the Institute or which may offend public order or decency, as defined by judicial decision of the Court of Cassation.

10. The Computing and Statistics Department reserves the right to block other specific Internet services not covered in this document whenever it considers there are economic, operational or security reasons for doing so.

### **Art. 13 - Automatic suspension of network services.**

Any network service, to which a user has been granted access will be automatically suspended in the following cases:

1. On the expiry date of the user's contract with the Institute, in accordance with the information provided by the administration service/experimental centre secretary's office when the request to use the service was made.

2. Following notification from the administration service/experimental centre secretary's office regarding termination of the user's contract with the Institute, for reasons other than those covered by the preceding paragraph.

3. Whenever authorisation to use the service network is no longer upheld.

4. Whenever the services available to the user are found to have been misused or, in any case, to have been used for reasons not pertaining to the user's professional activities and dealt with according to the provisions of art. 10 of this document.

### **Art. 14 - Hardware loan and use of equipment**

1. Within the limits of available resources, the Computing and Statistics Department lends out hardware, upon prior booking, which may be used in its own offices or in a designated computer lab.

2. Employees and students with written authorisation from their teacher or tutor can access these resources; access to the designated computer lab is only permitted when a member of staff of the Computing and Statistics Department is present.

3. This service is provided for users to carry out institutional activities when individually assigned resources are

insufficient for the purposes and only after confirmation that the request is consistent with the work to be carried out and authorisation obtained.

4. Bookings must be made in writing using the appropriate form, showing the dates of collection and return signed by the applicant.
5. Loans have a maximum duration of one week, renewable once.
6. When collecting equipment, the user is responsible for checking that it is in proper working order. Notification must be given of any damage or defects and in the absence of such it will be assumed the equipment was collected in good working order.
7. No modification of the loaned equipment's hardware-software may be made, nor may anything be installed or deinstalled.
8. The applicant signing the loan form shall be personally liable for any tampering, damage, loss or anything else resulting in the equipment not being in the same condition upon its return (or in any case before any subsequent loan) as on collection.
9. Failure to return the equipment or returning it late or in an altered condition, as specified in paragraph 8 above, will be considered an abuse and dealt with according to the penalties described in art. 10 of this document.

### **Art. 15 - Workstations**

1. Users are responsible for maintaining the workstations assigned to them in good condition and in good working order, and for taking all possible care to protect equipment and software from accidental or deliberate damage.
2. Users are responsible for protecting their own workstations from misuse or abuse by others.
3. Users undertake to check the condition of the hardware/software assigned to them and to notify the Computing and Statistics Department of any defects or malfunction.
4. Users are responsible for checking the efficiency of the anti-virus software installed on the equipment assigned to them and must notify the Computing and Statistics Department immediately of any defects. The user is liable for any damage caused by the absence or inefficiency of computer protection software.
5. Except with specific authorisation, users are forbidden to:
  - make any changes to the configuration of the hardware/software system assigned to them.
  - make any changes to the operating system.
  - install any new software.
6. The procedures for accessing and using the available workstations and the network services are described in art. 6 of this document, to which the user is referred.