

User rules for scientific use of computer appliances and networks at the Max Planck Institut for Marine Microbiology in Bremen

(As of March 1st, 1996)

I. General

In general all agreements of the Max Planck Society concerning data processing are valid.

§ 1 Tasks of the Computing Department

The tasks are to advise the co-workers of the Max Planck Institute for Marine Microbiology (MPI-MM) concerning hardware and software usage, and maintain available computer appliances and networks in the institute.

§ 2 Demands of services

The computer appliances are described in manuals and notes. They are available for holders of user identifications. In the library documentation of software can be found.

For assistance in solving computer problems a remote software (i. e. Timbuktu) can be activated by the user. The host is located in the Computing Department to avoid misuse.

§ 3 Usage authorised persons

All co-workers of the MPI-MM are authorised to use the computer appliances according to the Computing Department's information from the institute's administration. Guests are also authorised to use the services after confirmation of the institute's management.

II. User allowance for computer appliances and networks

§ 4 Application

Allowance to use computer appliances and networks will be given after written application.

The application must contain:

- Department or group.
- Name of applicant / user.
- User's signature.
- Confirmation of the application by the institute's administration.
- Information whether personal data according to Federal Data Protection Law §3 will be worked on.

§ 5 User allowance

User allowance will be given by the Computing Department creating a user identification and password. The user may change the password. Misuse according to the user rules will lead to withdrawal of the user allowance.

§ 6 Withdrawal of user allowance

If there is no application for prolongation, the user allowance will be withdrawn after the deadline of usage period. It will be withdrawn earlier according to users notification. All information and data will be deleted after passing the deadline of the user period.

III. Using of computer appliances and networks

§ 7 Institute internal rules

For usage of the available appliances manuals, general security rules and institute internal rules have to be obeyed.

§ 8 Personal Data

The responsibility for the protection of their personal data on the appliances of the institute's network belongs to the user who saves this data.

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§ 9 Personnel data

Working on personnel data the user is obliged to use protection methods (password protection) according to the Federal Data Protection Law. After publication of the institute's data protection rules these have to be obeyed.

§ 10 Misuse

The users must obey the installed rules while working with the facilities of the institute's network. Misuse of facilities and networks or offence against the installed rules will lead to immediate loss of the user identification.

The user has to take care that his / her user identification cannot be misused by others. Software and documentation directly or indirectly available for users may not be made available or used by third persons without confirmation of the Computing Department.

System and user software available for users may not be copied for usage on other computers without agreement of the holders of the copy right. The user is obliged to install no system or user software and help programs on the computer appliances without confirmation of the Computing Department. Users are obliged to delete all copies of public domain or shareware when the license period has passed.

IV. Final determination

§ 11 Violation

The user rules for computer appliances and networks are included in the institute's rules. Violation of above mentioned rules are subject to personal liability or may have personnel consequences.

§ 12 Period of validity

These user rules are valid until a new agreement has been made together with the co-workers advisory board.

§ 13 coming into force

The usage rules for scientific computer appliances and networks come into force March 1st, 1996.