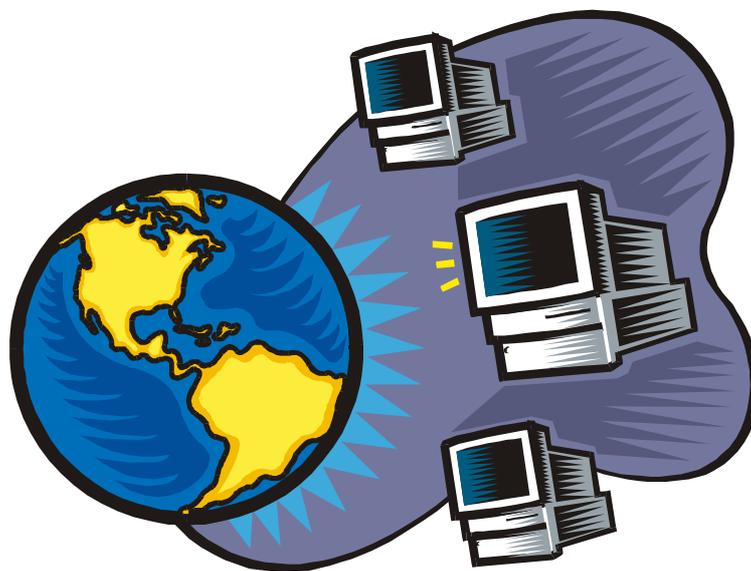


Guidance to the use of the dormitory's internet



Part I – How to connect your computer to the
network/internet - page 2

Part II – Guidance for the intranet and
connection to the internet – page 3

Part III - Rules for intranet
and internet connection – page 5

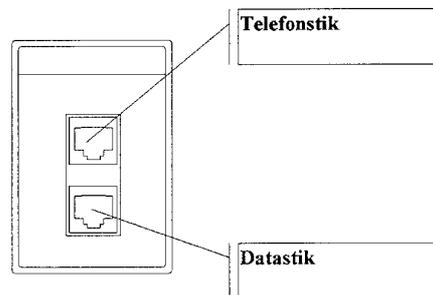
Part I – How to connect your computer to the network/internet

1. Connection to the internet and figuration of your computer

1.1.The plug in the accommodation

A plug for telephone and data is installed in your apartment.

There are two connections in the plug; the upper one is for the telephone and the lower one for data, see figure below.



Placement of telephone and data plug in the socket

Part II – Guidance for the intranet and connection to the internet

1. Introduction

This guide has been written by *Kollegie6400* which is concerned with the dormitories' network interests. The guide is directed to all users of the dormitories' intranet (local network) and internet (via *Kollegie6400's* internet connection) – overall called Kollegienettet (the dormitory's network).

Since *Kollegie6400* only had one active member in 2013, the internet interests are now managed by an external operator.

The aim of this guide is to inform the user about:

- The rules to be obeyed using Kollegienettet
- Ways of registration (logging) being used in Kollegienettet
- How breaking of the following rules will be handled

Kollegie6400 is the internet service provider (ISP) for all users of Kollegienettet. Thus *Kollegie6400* and Kollegienettet's users are liable to the legislation, including amongst other things the personal data law and the rules being part of the trade contract with TDC Internet, in and with TDC Internet is ISP for *Kollegie6400*. The user is especially liable to the *Rules for Intranet and Internet connection* which can be found at the end of this brochure.

If a user of Kollegienettet violates the valid rules, *Kollegie6400* will inform the user of the violation. Dependent on the gravity of the violation the user can be sanctioned.

2. Personal data

This guide including the *Rules for Intranet and Internet connection* contain information about *Kollegie6400's* handling of the individual user's personal data. *Kollegie6400* handles a range of personal data with regard to the operations and amongst this the monitoring of Kollegienettet, administration of, control and handling of rules and guidelines for the user. *Kollegie6400/* the network committee can, of essential safety related reasons, for example justified suspicion of cracking/ hacking, chicane and virus-menace, or justified suspicion of serious breaking of Kollegienettet's rules, carry out inspections including the opening of e-mails and monitoring and editing the activity on the data network. This can also include monitoring and inspection of the individuals' / tenants' activities, use of resources and memory capacity etc.

2.1.Special facilities in the individual dormitories

The individual dormitories under *Kollegie6400* can offer further services which also include the handling of personal data, for example the allocation of resources on the local server, access to printer and special local facilities at the individual dormitories.

These local services and resources are provided by the individual dormitories/ dormitory's intern network committee, and *Kollegie6400* is not responsible for the operation, quality, resources and handling of personal data or responsible in any other way. Every use of local resources, cf. above, at the local dormitories must be in accordance to *Kollegie6400's* set of rules and instructions, amongst this the present guide including the *Rules for Intranet and Internet connection*. When the above mentioned set of rules are violated, *Kollegie6400* can implement sanctions as described in the rules and all tenants have to act according to all instructions, orders and commands related to this.

3. Logging

3.1.Logging of IP- and MAC-addresses including switch ports

As mentioned in the *Rules for Intranet and Internet connection* the connection between IP- and MAC-addresses including Switch port (and thus apartment) will be registered. With the help of this system "*Kollegie6400*" can always find the user who probably violated the rules.

3.2. Logging and limitation of internet traffic

To assure every user a reasonable connection to the internet, it is important that the users show respect for each other by limiting their use of the internet connection.

To reassure an even distribution of the internet connection, the amount of data up- and downloaded via the internet by the individual user is registered. The system is installed to block a user's internet connection if the user up- or downloads

more than a certain amount of megabytes in a certain period of time. First at the end of this period, will the counter be cleared and thus the internet connection reopened for the user. Kollegie6400 has a right to change the time period and amount of megabytes without alert. It needs to be emphasized that it is only the amount of data to the internet (and not intranet) which is registered, as well as it is not the content of data which is registered, but just the amount of data. This kind of registration is legal according to Danish law.

3.3.Cheating the logging systems

It is not allowed to try to bypass the logging systems. Each try, failed as well as succeeded, can lead to sanctions against the user.

Part III – Rules for the intranet and internet connection

Under Intranet we understand the local network at and the network between the dormitories.
Under Internet we understand the global, worldwide network.

The following rules were decided and are valid as a supplement to the dormitories *husorden* (rules of the house):

1. Intention

1.1 These rules apply to all kinds of internet and intranet activity in the dormitories' data network and constitute the specified rules for the use of the data network.

2. Data network

2.1 The data network is a definite part of the dormitory's collective contract with the individual tenant and can thus not be deleted from the collective offer.

2.2 The data network exists of the physical cabling from each individual dormitory apartment to a collective cross field in the server room including probable hardware, such as server, network switches and much more, which is available to the tenants. Software is not offered to the tenants. Every installation and operation and more of the data network is administered by *Kollegie6400* and the network committees.

2.3 The following standard services are available to the tenants:

- Connection to the internet via *Kollegie6400*.
- Possibility of intern data communication at and between the dormitories (Intranet).
- One IP-address per tenancy.

The dormitory / *Kollegie6400* can, but is not obliged to, offer additional services to the tenants. Potential additional services of *Kollegie6400* can be found on <http://www.k64.dk>. *Kollegie6400* tries to alert the tenants for possible changes of the additional services, but those can be changed, limited or stopped without prior warning. *Kollegie6400* reserves the right to limit the internet connection with regard to a fair distribution of the bandwidth.

3. Charge and payment

3.1 For the offered services concerning the data network, the tenants have to pay a monthly fee which is decided with regard to the dormitory's budget. The monthly fee is made up of the actual expenses for the operation of the data network, intranet and internet connection. This includes, but is not limited to, the actual expenses for the internet supplier, administration and operation.

3.2 The fee is payable once a month together with the rent.

4. Guidelines for the tenants' use of the data network

4.1 In connection with any kind of data network use, the tenants have to obey the following guidelines:

4.2 In connection with any kind of activity on the data network, the tenants have to obey the current legislation, including the intellectual property right law, other non-concrete legislation and the penal law.

4.3 E-mails are confidential. Any attempt to tap or inspect the data network or the other tenants' e-mail or other net traffic is not allowed and would be a violation of, amongst others, the penal law's rules for the privacy of correspondence.

4.4 The tenants may not distribute, or in any other kind make illegal material available on the data network, neither via the own computer nor via web hosting/web hotel or on any other way.

4.5 Any try to get access to other tenants' or third party's machines is not allowed, unless the concerned has given permission to that.

4.6 It is not permitted to run any software which stresses the data network. The tenants are obliged to constantly keep their, to the internet connected, equipment configured correctly and updated with the latest updates. This includes also keeping the operating systems and other software updated with the latest patches, debugging, safety updates and any other updates. Thus, it should be ensured that the equipment does not harm the network, spread viruses or have open backdoors which can be misused.

4.7 It is not permitted to bypass or try to bypass the constructed logging systems.

4.8 It is not permitted to sell or distribute in any other way partly or completely connection to the internet or other network services to third parties.

4.9 Moreover, the tenants have to respect the rights of others, within as well as without the data network's management.

Furthermore, when using the data network facilities, the tenants have to behave concerning internet use and net etiquette and show respect to the individual's use of the data network facilities.

4.10 The dormitory / *Kollegie6400* reserves its right to report violations of the rules to the police.

4.11 The tenants are obliged to obey the dormitory's / *Kollegie6400*'s demands and orders given as a result of the tenants' use.

5. *Disregard by the tenants*

5.1 If a tenant does not adhere to the duty of payment, the dormitory has the right to deprive the individual user of internet connection by closing it. The closing down happens after a warning to the individual user in connection with a reminder to pay the rent.

5.2 If the tenants do not stick to the, in § 4 described, rules, the connection to the internet will be interrupted when closed down. The decision about the closing of the net connection will be made in accordance to the, of *Kollegie6400* established, penalty frames. The penalty frames shall ensure a consistency of the treatment of the cases at the individual dormitories.

5.3 *Kollegie6400* and/or the tenants' council are obliged to inform the dormitory of severe violations of the present rules.

5.4 Violations of the regulations in §3 and § 4 can result in a deprivation of the connection to the data network. Users can also be deprived of the connection, if order to this is given by the police, court, public authorities or others in accordance to the current rules.

6. *Liability*

6.1 The dormitory/ *Kollegie6400* is, in no means, responsible for connection time, functionality and quality of the data networks offers to the tenants.

6.2 The dormitory/ *Kollegie6400* is not responsible for defects and cannot be asked to reimburse the tenants in connection with the use of the data network, including operation, transmission of data and connection time. The dormitory is not responsible either if the extern internet provider closes the connection down.

6.3 The tenants do not have the right to claim reliance damages from the dormitory / *Kollegie6400* or others in connection to this.

6.4 The dormitory and its management is in no way connected to the daily operation and has no responsibility for the content of and activities on the data network and connected resources, neither to the tenants nor to third parties.

6.5 *Kollegie6400*, the tenants' council and the dormitory's network committee are not responsible for the content of possible resources distributed to or created by the individual tenants.

6.6 *Kollegie6400* is as internet provider (ISP) obliged to register which user has used which IP-address in a given period of time. That is why the connection between IP- and MAC-address including switch port is registered. The information is stored for a legal period of time. *Kollegie6400* can, in accordance to the law, also be obliged to store data and submit those to third parties. Aside from what *Kollegie6400* is obliged to do in accordance to the law, information is not submitted to third parties, unless it is a matter of serious violations of the present *Rules for intranet and internet connection*.

7. *The dormitory's network committee*

7.1 The tenants' councils at the individual dormitories elect an intern network committee to head the daily operation of the data network at the dormitory. The number of members and the election period is decided by the tenants' council.

7.2 The network committee is obliged to adhere to the present rules and to follow the orders and guidelines given by *Kollegie6400*, the tenants' council and the dormitory's management.

7.3 *Kollegie6400*, the network committee and other technical and administrative personal are bound to complete professional discretion in connection to the execution of their duties.

7.4 In connection to the administration and operation of the data network, the network committee usually deals with the registration and handling of information in necessary amount. This can include personal data. The registration and handling of information is only dealt with within the usual operation and administration of the data network, including amongst others the administration of users, handling of safety, etc.

7.5 *Kollegie6400* / the network committee can, in connection to the operation of essential safety-related reasons, for example reasonable suspicion of cracking / hacking, harassment, virus threat or similar, undertake inspections including the opening of e-mails, monitoring and handling of activity on the data network.

Since we have not succeed in finding voluteers, who would maintain the internet at each dormitory or a joint commitee the internet is now being mainted by an external operator.

8. *Rules of the house*

8.1 A change of the present rules has to be agreed upon at a *Kollegie6400* general meeting with a majority of 2/3 of the present members. Modification proposals have to be submitted to the tenants' councils, including the summoning of a general meeting according to "Statutes for *Kollegie64000*".

8.2 The present rules are a part of the dormitory's rules of the house.

As decided upon on the general meeting of *Kollegie6400* at BMA, 24/2-2004

Problems with your internet connection?

If you do experience any problems with your internet connection, please contact your janitor during opening hours:

Monday -Thursday 7.30-15.30

Friday : 7.00-12.00