

Code of practice for Information Technology (IT) resources at the INAF

This chart is available on the website <http://www.inaf.cnrs-gif.fr/intranet-inaf/> and will be regularly updated

Application domain

This code of practice must be respected by all users of the Neurobiology Institute, Alfred Fessard's computer resources (INAF). It concerns the utilization of the data processing system present on this site, as well as the access to external systems. If these rules are not respected, it could lead to the prohibition of using IT resources, sanctions from the upper managements, as well as legal actions.

All users must respect the following chart:

- The utilization chart of computer resources for the campus of the CNRS of Gif-sur-Yvette is available at: <http://www.cnrs-gif.fr/reseau/charte/>
- The data processing chart of the CNRS is available at <http://www.cnrs.fr/Infosecu/Charte.html>
- The rules for utilization of the external systems that are accessible from local computers (per the rules of RERIF, RENATER, INTERNET...)

Access conditions

The use of computer resources from this site is restricted to professional activities only. Before connecting a computer to this network (including portable computers), it must be validated by an administrator and must possess updated, anti-virus software. The right to access computer resources and web mail leads to the assignment of a login, the use of which is exclusive and private. The user can access the system only by the login that he/she has received. He/she must never communicate the account details to other people. The security of the entire system relies on each individual's observance of these rules. Each user must keep the system's manager aware of all access or unauthorized attempts to access one's account. Also, all changes of situation, such as leaving the laboratory or the Department must be reported as well. He/she must use appropriate language and professionalism when exchanging electronic email, chatting forums, or other forms of communications.

Each username/login is associated with a password which remains the user's responsibility.

Respect of information confidentiality.

The users' files are private. It is forbidden for other users to read, copy, or change files of another user without his/her prior consent (whether or not the file is protected). The system administrator must, in his duties, keep information confidential. However, in order to insure the system is operating safely, he has permission to read users' files, generate and read events' newspapers, and keep copies of saved files for one year. He may save data and make copies of users' files on other hardware supports. The system administrator is also entitled to make the Direction aware of any illegal acts or events that may lead to the dysfunction of the system.

Respect and legislation about the property's rights and the data processing files (per CNIL)

Users must respect the property's rights and the software's copyright according to the law. Each user must respect the law regarding files containing data about other people. Your name, first name, phone number, and web mail address will be posted in the laboratory's calendar. According to law 78-17 from 6/1/78, if you do not want to appear on the campus' calendar consultable currently at

http://athena.regif.cnrs-gif.fr:8080/phpMyCampus/annuaire/index.php?doc=liste&req_IdLabo=6 or in the web page "annuaire de l'INAF", please insure that you select the appropriate option:

-deny / agree that my name, first name, phone number and web mail address appear in the campus' calendar

-deny / agree that my name, first name, phone number and web mail address appear in the Web calendar of the INAF.

Complete the following forms.

Last Name, First name:.....

Staff, researcher, teacher, student:..... Grade:Organism:.....

Permanent: YES / NO if not, validity length from the .../.../.... To the .../.../....

Laboratory, service or team: signing of the team manager:

Postal address of the laboratory:

Phone Number: telecopy:

Web mail wished:.....@.....cnrs-gif.fr, alias:

Login delivered: External web mail (facultative):.....

I undersigned certify having made myself acquainted with the rules of this documents and I

agree to respect it. (Write "read and approved" before signing)

In....., the.... /.... /....

