

ETH Zurich Acceptable Use Policy for Information and Communications Technology (BOT)**EMPLOYEE INFORMATION SHEET – May 2019**

Below is a summary of the most important provisions from the ETH Zurich Acceptable Use Policy for Information and Communications Technology (BOT¹):

Using information and communications technology (ICT)

1. **Access rights** and identification methods, such as **passwords**, **PINS** and **chip cards**, are personal and therefore confidential; they may not be passed on or made accessible to third parties.²
2. **Use of the ICT resources** is permitted for the purposes for which they are made available to the users (“intended use”), specifically for carrying out activities at ETH Zurich.
3. Use of ETH Zurich’s ICT resources for **private purposes** is basically **permitted**, provided it is not excessive, does not conflict or interfere with the user’s work or study obligations, does not violate Swiss law or rights of third parties, is not of a commercial nature, and does not damage the reputation of ETH Zurich (Art. 8bis para. 1 BOT). Furthermore, this private use of ETH Zurich’s ICT resources should not technically disrupt or impair their use for purposes appropriate to ETH Zurich’s statutory missions, or put excessive load or stress on the generally available resources (networks, internet access, storage capacities, etc.) (Art. 8bis para. 2 BOT).
4. **Software** licenced to ETH Zurich may be **used privately** at home by ETH Zurich employees employed on an at least a 50% basis, if permitted by the applicable software agreement (Art. 8bis para. 4 BOT). Unless expressly permitted by the licence agreement³, parallel use of software licenced to ETH Zurich on private and office computers is forbidden. IT Services will provide employees of the Central Bodies (administrative departments and staff units) with information on the various ways that ICT resources may be used.
5. It is not permitted to make **full or partial copies of software licenced to ETH Zurich** (programmes and documentation), irrespective of its origin, unless this is expressly permitted in the licence terms or copyright law (Art. 12 BOT).
6. All users shall be **personally responsible** for ensuring that their use of the ICT resources does not violate the provisions of the Acceptable Use Policy or of the applicable laws (e.g. criminal law, data protection regulations), or infringe third-party rights (e.g. copyrights, licence terms, personal rights) (Art. 16 BOT). In the Central Bodies (staff units and administrative departments), IT Services ensures that the relevant licences are in place for the software installed on users’ devices.
7. Users must exercise the requisite level of **due care** when using the ICT resources ETH Zurich has provided them. The technical and operating instructions issued by IT Services, the system administrator of the user units and the CISO strictly **apply to all users All users must comply with these regulations** (Art. 17 BOT).

Consequences of gross negligence and abuse

8. In any case, users shall be liable for damages or technical disruptions in the ICT resources of ETH Zurich caused by their **gross negligence or wilful misconduct**. In case of non-intended use, the user

¹ RSETHZ 203.21

² IT Best Practice Rules:

<https://www.ethz.ch/content/dam/ethz/associates/services/organisation/departments/informatikdienste/files/Projekte/it-best-practice-rules-en.pdf>

³ See also <https://www.softwareinfo.ethz.ch/>

concerned shall be liable also for slight negligence. In case of grossly negligent or intentional infringement of third-party rights (in particular copyrights and licence terms), the user shall also be liable for any claims eventually brought against ETH Zurich by third parties (Art. 17 BOT).

9. **Monitoring compliance with the provisions of this Acceptable Use Policy** (Art. 18 BOT): The ICT resources maintain log files of the most important activities they are used to perform. Upon instruction by the CISO, non-personally identifiable⁴ data contained in the log files may be viewed for spot checks to. To address detected or reasonably suspected abuses within the meaning of Art. 19 of the BOT, the CISO may analyse the personally identifiable data contained in the violators' log files in accordance with the applicable principles set forth in the «Guidelines for Monitoring the Use of ICT Resources at ETH Zurich» in the Appendix of the BOT.
10. Any use of the ICT resources of ETH Zurich which disregards the provisions of this Acceptable Use Policy, or breaches applicable higher-level laws or infringes third-party rights **constitutes an abuse**. In particular, **abuses include the conduct set out in Art. 19, para. 2** and are forbidden.
11. Should an abuse within the meaning of Art. 19 BOT be detected, the CISO may take measures such as blocking access to the ICT resources (Art. 20 BOT).
12. In cases of **serious abuse, disciplinary proceedings will be opened in all cases** and, where necessary, civil proceedings or criminal complaints may be initiated. Particularly serious offences may result in **exclusion or dismissal** from ETH Zurich.

Contact and information

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IT Services:	Service Desk https://www.ethz.ch/services/en/it-services/service-desk.html	Tel. 044 632 77 77
ETH Zurich Acceptable Use Policy for Information and Communications Technology (BOT)	https://rechtssammlung.sp.ethz.ch/dokumente/203.21en.pdf	
IT Best Practice Rules:	https://www.ethz.ch/content/dam/ethz/associates/services/organization/departments/informatikdienste/files/Projekte/it-best-practice-rules-en.pdf	
Security Awareness. PROTECT YOUR BRAINWORK.	https://itsecurity.ethz.ch	

⁴ See Art. 2, para. 9 BOT (Definitions)