

Lab Computer Usage Agreement

Subject of Agreement

The subject of this agreement is the proper usage of the computers in the laboratories located in **CNB/D/102** and **CNB/D/102.3-4**. The objective is to keep the computer secure and to minimize data loss.

This agreement applies to students using one of the installed computers in **CNB/D/102** and **CNB/D/102.3-4** as well as the supervisor of the student.

This document is dated **18/01/2018**. It is valid until a follow up version of this document is released, which then replaces this agreement.

Computer Usage

The computers are maintained by the *IT Service Group (isginf)*. Workstations are assigned through the reservation system. The installation of the operating system and applications is performed by the student using the computer.

Having administrative privileges on the lab computer requires the student to follow the rules outlined in the *Standards for Responsibilities and System Maintenance (SRSM)* in addition to the *ETH Zurich Acceptable Use Policy for Telematics Resources (BOT)*. Additional rules are:

- A student may only use the one reserved computer and only for the duration of the reservation.
- All security mechanisms such as password based login, logging and monitoring, virus checker, or firewall must be turned on.
- The operating systems and relevant applications must be regularly updated.
- *isginf* must be informed immediately in case of a security problem.
- Backup of local data is the responsibility of the lab member.

The above responsibilities end when the student powers off the computer when finally leaving the lab.

Responsibility of the Supervisor

The supervisor of the student is must ensure that the student does not compromise the security of the computer and network as well as to minimize the risk of data loss.

Specifically the supervisor must make sure that:

- The student is capable to install and maintain the computer for the duration of the project. If the student is not capable of doing so the supervisor must take care of the computer.
- All important data stored locally on the computer are regularly backed up.
- All data has been copied to a safe location by the end of the reservation period.
- The student cleans up the workstation at the end of the reservation period or before finally leaving.
- The computer must be reverted to its original configuration it was changed for the project.

References

- Lab information : <https://www.isg.inf.ethz.ch/ServicesStudentLabsCNB>
- Workstation reservations: <https://cnb-labs.inf.ethz.ch/>
- BOT & SRSM : [https:// www.isg.inf.ethz.ch/AboutUsDocuments](https://www.isg.inf.ethz.ch/AboutUsDocuments)

Student (nethz id)

Student (Full Name)

Date, Location

Signature Student

Supervisor (Full Name)

Date, Location

Signature Supervisor
