

AGREEMENT FOR THE USE OF THE COMPUTER NETWORK OF  
TALLINN UNIVERSITY  
BALTIC FILM, MEDIA, ARTS AND COMMUNICATION SCHOOL

\_\_\_\_\_ (full name)  
(hereafter the user) and the BFM Production Centre, represented by user administrator, hereby conclude an agreement with which the user is granted the user name and rights of the computer network of Tallinn University Baltic Film, Media, arts and Communication School listed below,

FILL USING CAPITALIZED LETTERS:

User name (first and last name together):	
E-mail address:	
Phone number:	
Study program:	
Term of agreement:	Study and/or employment period at TLU Other

The parties to this agreement undertake to follow the rules for using TLU's computer network which form an integral part of this agreement.  
Your first password will be sent to your e-mail. You will be prompted to change your password if you first time log in.  
Contract will be terminated automatically after user has been exmatriculated.

User:

Representative of BFM Production Centre

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## **Rules of use of the Tallinn University computer network:**

Procedure of acquiring the right to use the network

2. For an employee the right to use the university network generally stays in force for the whole duration of her work in the university.
3. For a student the right to use the university network generally stays in force for the whole duration of her studies in the university.
4. Visitors and other persons are given the right to use the university network for a term that usually does not exceed one year.
5. The right to use the network is personal and cannot be transferred to another person.

User's rights

1. A person who has acquired the right to use the network can use it at any time unless it contravenes other rules applicable.
2. The user has the right to receive information from the service staff about each modification and event in the network that has a substantial impact on the use or violate user's privacy.
3. Recommendations for improvement of the organisation of the network and its services can be submitted to the service staff.
4. If the user has a complaint about a member of service staff, it shall be submitted to the Technical Director.

User's obligations

1. The user must contribute to ensuring the security of the computer network. For this purpose the user must:
  1. hold in secret her access passwords;
  2. not allow others to use her username;
  3. not use usernames given to other persons;
  4. keep her permanent files in her home directory or it's subdirectories. During a session the user is permitted to keep her files temporarily in the system's temporary files directory. Placing files to other locations must be specifically agreed with the system administrator;
  5. ensure that other persons cannot write to her directories and files;
  6. not disturb other users directly or indirectly
  7. use network resources optimally (it is forbidden to waste resources on purpose).
2. Users must not conceal their real names. Every username must be directly connected with the user's first and family name (it will be attached to the e-mails she sends) and the name of study group for students and the contacts of subordinate unit for employees (room and phone number) so that other users can receive these data by using relevant commands (e.g. finger).
3. In a computer or terminal classroom that is connected to the computer network the user must have a picture identity document valid in the Republic of Estonia (except during the classes stated by the time-table).
4. On the request of a network staff member the user must present her identity document.
5. Users must comply with restrictions set by the network staff. They must also inform the staff immediately of any breach of these rules.

Consequences of misuse

1. In case of suspicion of breach of the rules of use of the computer network and the computer systems the administrator of the relevant system contacts the user and ascertains the circumstances. The administrator can suspend user's right until the circumstances are cleared up.
2. If it turns out that the breach was due to insufficient knowledge of the system(s), the administrator will provide guidance for further use.
3. If a user violates the rules intentionally or repeatedly, she can be warned, additional restrictions of use can be applied, the right to use the university computer network can be revoked for a specified or indefinite period of time or a fine can be imposed. If the person violating the rules is a student, the Computer Network Committee can submit a request for exmatriculation to the faculty. In case of a large-scale violation or direct material damage to the university, the university can file an action in court to collect the damages from the person at fault or submit a request to the police to investigate the matter.
6. The head of the IT department, chief specialists and the network administrators have, if it is strictly necessary, the right to block or restrict use of the system for the duration of the investigation of the violation.
7. The person under suspicion of violation has the right to present an explanation.
9. Users who injure university's property or cause additional costs (additional work for staff, callouts outside working time, etc), compensate for the damage caused by mutual agreement. If an agreement is not reached the damages are collected under terms established by the law.