



**Code of Good Practice  
of EMLYON Business School  
Teaching Information System**

(To be completed before any use of the system)

**Each user must conform to the code and make a personal commitment to following it.  
To do this, he/she must sign the following agreement:**

***I, the undersigned***

(complete your surname and first name in CAPITAL LETTERS):

SURNAME: .....

FIRST NAME: .....,

***User of the EMLYON Business School network,***

Participant in the Programme (Auditors, etc...): .....

Year: .....

***Declare that I have read and understood the terms of the Code of Good Practice for the information system of EMLYON Business School.***

Ecully, (*date*) .....

Signature of the Code, preceded by the words:  
"Read and approved"

**Code of Good Practice  
for use of the information system  
EMLYON Business School**

"The IT Department has placed high-performance IT resources and equipment at your disposal. Above and beyond the Code of Good Practice, a sense of personal responsibility, and the implication of each individual in respecting the rules of computer security, will allow for continued use of this exceptional area of individual liberty."

The IT network of EMLYON Business School (including the student dormitories) is a professional network destined for educational use. In this light, certain resources or applications are not available for security reasons.

Date: 29<sup>th</sup> April 2008

**CHAPTER 1: GENERAL PRINCIPLES****Article 1: Field of application**

The rules and obligations defined in this charter apply to all students of the school.

**Article 2: Conditions for access**

EMLYON Business School allows any student enrolled on a programme access to the network and IT resources. Access rights are nevertheless dependant on delivery of user identification and password as well as the acceptance of the totality of terms and conditions contained within the present document. Any unsigned code will lead to the suspension of the corresponding account. Access rights to the IT resources of the school are personal and remain provisional.

**Article 3: Rule of non-divulgence – Responsibility of the user**

All logins and passwords are strictly personal, confidential and non transferable. They must on no account be given to a third party, even on a temporary basis. It is reminded that each user is responsible for the upkeep of his or her files and the integrity of his or her work space.

The user agrees not to put the system, or any materials for which he or she is responsible, at the disposal of any person who is not listed on the network of the school.

**CHAPTER 2: USES and SECURITY****Article 4: Respect of general regulations**

All users must respect current laws, especially those relating to computer security, particularly *article 462-2*, relating to IT intrusion, and French law *n°85-660* concerning intellectual property.

**Article 5: Vigilance agreement**

All users agree to inform the school of any attempt to violate their account as soon as they become aware of it.

Leaving a computer without logging off constitutes negligence on the part of the user, and he or she may be held responsible for the consequences, particularly in the case of fraudulent use.

Failure to respect this article will lead to the closure of the account involved upon demand of the programme Management. Legal proceedings as stated by the law (*article 462-8*) may be taken.

**Article 6: Non-duplication agreement**

Any user in possession of software on his or her laptop must be in possession of the original CD ROMs and licences associated with that software.

Each user must also possess a licence for the operating system installed on his or her personal laptop.

For software in the Office\* series (version 2007 or earlier), EMLYON Business School has a contract with Microsoft for user rights to this software, valid for the entire duration of the programme followed by the student. EMLYON Business School can in no way make copies of the CDs, nor distributes the licence keys used.

The user agrees to uninstall it once his or her cursus with the EMLYON Business School is completed. The installation CDs can be obtained from the "technician Support Office" who is present on site, for immediate installation by the user. In this case, the user also agrees to uninstall the software after completion of his or her EMLYON Business School cursus.

\*Package which includes Word, Excel, PowerPoint, Access, Outlook

**Article 7: Period of validity of account and mailbox**

Both are deleted after the graduation or at the end of the course. The email address will however remain lifetime for students of ESC, Mastères, MBAs, Entrepreneuriat and PGM programmes. Accounts and mailboxes of students who continue their studies, which are renewed as long as necessary, are subject to the rules relating to the last program followed.

## **Département du Système d'Information et des Technologies**

### **Article 8: Dealing with problems**

In the case of material problems (breakdowns) with public access or teaching terminals, enquiries are to be addressed to ScoPe (by email or directly to Office 5, Building C).

All requests for assistance concerning the use of personal laptops or PCs on the network must be addressed to "Technician Support Office",

### **Article 9: Shared use of material resources**

All users agree not to lock a computer for duration of more than five minutes, to enable others to use this computer during their absence.

In the same way, users agree not to shut down a computer or PC in a rash or untimely manner, even if this computer has been locked improperly.

In the case of two people wishing to use the same computer, priority is given to the user needing the computer for pedagogical purposes (personal work, essays, tutorials) over the person who desires it for personal or recreational reasons (Internet, etc.). The latter must give up the use of the computer in this case.

Resources such as hard disk space of the server, printers and software licences are shared between many different users.

Degradation of common IT resources will be individually punished or collectively if the author cannot be identified.

### **Article 10 : Respecting electronic mail resources**

Users' mailboxes are stored on the server of the school. The storage capacity for each mailbox is limited to 50 MB. Each student is responsible for the build-up of messages in his or her mailbox, and must sort them out on a daily basis. A non-respect of the storage capacity will make it impossible to send or receive mail, or even access to the mailbox being denied for a given period.

***Automatically the inbox's elements older than 12 months are deleted.***

When out of the campus a student can consult his or her messages via the webmail (<http://academic-mail.em-lyon.com>) to carry out the necessary operations of sorting the mail. In the case of extended absence, the student may request that the administrator prevents the mailbox from receiving messages of associations.

Messages sent with attachments, internally or via internet, may not exceed a size of 10 MB.

Sending a message repeatedly is not authorized. Sending messages to a large number of people (more than 15) must only be done in case of absolute necessity. Voluntary or involuntary saturation of a mailbox or electronic mail system will be considered as an abuse of the system.

We inform you that messages are recorded, and may be subject to controls and used as evidence in disciplinary procedures.

The internal mail system is not to be used for advertising or sales purposes. Advertisements of a personal nature or those coming from Student Associations are thus not authorized on the electronic mail system of EM LYON. A public folder is available for this purpose.

### **Article 10a: Respecting basic ethical principles in electronic mail**

All students agree not to send, internally or externally via Internet, messages of a defamatory nature. It is strictly forbidden to send messages of an offensive, racist, violent, pornographic or paedophilic nature, of a political character or which go against common rules of propriety.

In the event that a user should receive files of this nature in his or her mailbox in the domain em-lyon.com", he or she agrees to destroy the file immediately without attempting to send it to another person internally or externally (on an Internet address).

Any careless or thoughtless use of the system, especially in the spreading of viruses, can directly or indirectly harm all or a part of our establishment. In such cases, the user will be held directly and personally responsible.

We remind you that the words "em-lyon.com" appear in our email addresses.

## **Département du Système d'Information et des Technologies**

### **Article 10b: Systematic addition of a disclaimer at the end of each message**

The following disclaimer is appended to each email which goes from our organization towards the Internet:

*« Ce message électronique et tous les fichiers attachés qu'il contient sont confidentiels et destinés exclusivement à l'usage de la personne à laquelle ils sont adressés. Si vous avez reçu ce message par erreur, merci de le retourner à son émetteur. Les idées et opinions présentées dans ce message sont celles de son auteur, et ne représentent pas nécessairement celles de l'institution ou entités affiliées dont dépend l'auteur. La publication, l'usage, la distribution, l'impression ou la copie non autorisée de ce message et des attachements qu'il contient sont strictement interdits ».*

*"This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please return it to the sender. The ideas and views expressed in this email are solely those of its author, and do not necessarily represent the views of the institution or company the author is dependent from. Unauthorized publication, use, distribution, printing or copying of this e-mail or any attached files is strictly forbidden. »*

### **Article 11: Respect of Internet ethics**

All users agree to respect Internet ethics. It is reminded that passing oneself off as another person, sending an anonymous message, using an unauthorized IP address or attempting to substitute oneself for a machine are strictly forbidden. Using another person's mailbox is not authorized. Any use of computers connected to the network of the school for commercial or political reasons, using any means of connection, is strictly forbidden.

IT Department informs you that connexions to the Internet, from the school, are not anonymous and are subject to rules of filtering, in order to respect our agreement of good use with our Internet service provider.

These rules are as follows:

- Blocking without exception of access to websites reprehensible by the law :
  - Pornography,
  - Websites providing hacked data (software, music)
  - Peer-to-peer websites
  - Drug
  - Gaming
  - Violence, terrorism, revisionism, discrimination
  - Virus, spyware, phishing, malicious codes
  
- Blocking without exception of access to websites which makes it possible to bypass IT security rules:
  - Proxies – Redirector
  
- Blocking from 7am to 7pm of access to any website generating an excessive consumption of the bandwidth
  - Download of files
  - Telephony through Internet
  - Paid navigation

It is agreed that, on this point and on the statement of excesses that would affect the functioning of the electronic bulletin board, of em-lyon.net/em-lyon.com sites or of operating tasks, the IT Department reserves the rights to modify immediately the time slot currently free between 7 pm and 7 am.

Acceptance of this code entails the acceptance of all of these points.

### **Article 12: Storage and file transfer**

The transferral of files of a pornographic or paedophilic nature is also strictly forbidden within the information system of EMLYON Business School.

We inform you that individual use of this system may be subject to controls, and electronic documents may be used as evidence in disciplinary procedures.

**Département du Système d'Information  
et des Technologies****Article 13: Information systems and freedom**

The creation of any file containing information of a nominative nature must first be subject to an application submitted to the CNIL (*Commission Nationale de l'Informatique et des Libertés*: French commission protecting individual privacy).

All files handled by the General Management, the Human Resources department, the Finance department and the IT department have been the subject of a declaration to the CNIL.

**Article 14: Disciplinary action**

Non-respect of the rules mentioned in the above articles may result in the temporary or permanent closure of the mailbox of the person concerned upon request of the head of programme, following information obtained by the IT department.

Any use of the system which violates the principles outlined in this code of practice, and which causes harm to other individuals, to the Institution or to other institutions, may, depending on the gravity of the action, lead to disciplinary action, in addition to other action of a legal or penal nature relating to the following laws:

- French law n° 78.17 of 06/01/78 relating to information systems, files and liberties.
- French law n° 85660 of 03/07/85, title 5, articles 45 to 51 concerning authorship rights (software) and intellectual property.
- French law n° 8819 of 05/01/88, articles 323.1 and 323.7, relating to computer fraud.
- French law n° 901170 of 29/12/90 concerning cryptography and telecommunications regulations. This law is completed by law n° 96659 of 26/07/96, article 17 (which modifies article 28 of French law n° 901170).
- Enforcement order n° 98101 of 24/09/98, which defines the conditions under which the declarations are written, and authorizations are given, concerning the means and services of cryptography.
- Enforcement order n° 98206 of 23/03/98 (categories of means and services of cryptography).
- Enforcement order n° 98207 of 23/03/98 (categories of means and services of cryptography for which the preliminary declaration substitutes the authorization).

In either case, disciplinary action will be defined in conjunction with the head of programme in light of the internal regulations of that programme. Depending on the gravity of the violation of this code, the EMLYON Business School, through its Chief Executive Officer, may take any legal action it deems necessary.

**Degrees of disciplinary actions:**

Account suspended\* for one week if the user:

- Has his or her account hacked into
- Uses student lists in an inappropriate manner

Account suspended\* for 2 weeks if the user:

- Creates a message which is deemed offensive and is sent to a large number of people (1 month in the case of a second offence)

Account suspended\* for 1 month or more if the user:

- Is caught hacking into the accounts of other users
- Is caught exchanging files or messages of a pornographic or paedophilic nature
- Is the cause of serious damage to material or software on the information system

Limitation of Internet access at 4 hours a day during 2 weeks in case of:

- Abusive and repeated

\* *Suspension means: no access to the network and mails no longer sent or received.*