



**ORGANISATION EUROPÉENNE POUR LA RECHERCHE NUCLÉAIRE
EUROPEAN ORGANIZATION FOR NUCLEAR RESEARCH**

Laboratoire Européen pour la Physique des Particules
European Laboratory for Particle Physics

**OPERATIONAL CIRCULAR N° 5
Issued by Human Resources Division**

This operational circular was examined by the Standing Concertation Committee at its meeting of 7 June 2000.

<i>Applicable to</i>	: Members of the Personnel and other persons concerned
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<i>Person responsible for the matter concerned</i>	: Director-General
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<i>Date</i>	: October 2000
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In the interests of readability, this circular has been drafted using the masculine gender only. However, use of masculine gender should be understood to refer to both sexes. The provisions of the circular therefore apply to both men and women except where it is clear from the context that they concern one sex or the other exclusively.

USE OF CERN COMPUTING FACILITIES

I— Introduction

1. This operational circular defines the rules for the use of CERN computing facilities.
2. For the purpose of this circular, the term “CERN computing facilities” includes :
 - a) all personal computers, work stations, servers and peripheral systems such as printers, on the CERN site and directly or indirectly connected to any CERN network, including any CERN telecommunications network;
 - b) all other computers and on and off-site networks partially or wholly funded by CERN;
 - c) all support services, program libraries, applications and other software, document or service running on or related to any of the computers and above-mentioned networks, and all electronic mail and Internet services supported by CERN computing facilities.

3. For the purpose of this circular, the term “user” means any person making use of CERN computing facilities.
4. Infringement of the provisions of this circular, and in particular any improper or malicious use of CERN computing facilities, may cause material and/or moral damage to the Organization and serious problems for users of these facilities and may jeopardize computer security at CERN.

II— Basic principles

5. Authorization to use CERN computing facilities is at the discretion of the Director General.
6. CERN computing facilities are intended for the attainment of the Organization's aims. Their use must come within the professional duties of the user concerned as defined by his divisional hierarchy. The scope of personal use of the CERN computing facilities is specified in the Annex.
7. The use of CERN computing facilities must cause no material or moral damage to the Organization, nor disrupt their operation.
8. CERN computing facilities must be used in conformity with :
 - a) the subsidiary Rules of Use defined in general terms by responsible CERN services, a list of which may be consulted on the following Web page : <http://www.cern.ch/ComputingRules>;
 - b) special instructions which one of these services may draw up in a particular case.
9. Although the Organization endeavours to maintain and protect its computing facilities, it cannot guarantee their proper functioning or the confidentiality of information stored by them. CERN therefore accepts no liability for any loss of information or any breach of confidentiality.

III— Users' access to accounts and data

10. Accounts, whether single or shared access, may only be used for the purpose for which they have been allocated to the user.
11. All accounts must have appropriate access protection, such as account codes or passwords.

12. The user shall take the necessary precautions to protect his personal computer or work station against unauthorized access. The user shall also protect details of his personal account, particularly by avoiding obvious passwords and shall not divulge his passwords to any third party, unless expressly authorized by his Division Leader. Upon request from the CERN Computer Security Officer or the service manager concerned, the user shall select a new password.
13. If the user has been given an account with privileged access in connection with specific professional duties, he must advise the service manager concerned as soon as those duties no longer require privileged access.
14. The user must keep confidential all information obtained from access to CERN computing facilities that the user may reasonably be expected to understand is confidential or sensitive in nature.
15. The user shall not seek unauthorized access to accounts which have access protection and shall not, except provided otherwise in §18 hereunder, look for, disclose or exploit any security weaknesses in the CERN computing facilities or use these facilities to do so with respect to any other computing facilities.
16. The user must report any unauthorized use of his personal computer, work station or accounts to the CERN Computer Security Officer or the service manager concerned.
17. Users shall respect the proprietary rights related to CERN computing facilities, including software copyrights. Infringement of this obligation may constitute a breach of contracts concluded by CERN with outside suppliers of computers, networks, software and services.

IV— Third party access to users' accounts and data

18. The CERN Computer Security Officer, the service managers for CERN computing facilities and all persons expressly authorized by the Director-General shall have access to information contained in CERN computing facilities. Such access is subject to the following conditions :
 - a) The above-mentioned persons shall not exchange among themselves information acquired thereby unless it is expressly required for the execution of their duties at CERN.
 - b) Access must always be consistent with the professional duties of the above-mentioned persons and is only permitted for :

- i) the resolution of problems affecting CERN computing facilities, including upgrades or the installation of new facilities;
- ii) the detection of computer security weaknesses or computer security violations;
- iii) the monitoring of resources available to ensure the adequacy of CERN computing facilities;
- iv) the investigation, upon instruction by the CERN Computer Security Officer or Division Leader concerned, of a suspected infringement of this circular by a user;
- v) the reallocation of access to or deletion of accounts when a user's contract with CERN is terminated or when his activities are no longer compatible with the aims of the Organization;
- vi) the normal operations of the organic unit of the user where the absence of the user would seriously interfere with operations.

V— Liability and sanctions

19. The user concerned shall be liable for damage resulting from any infringement of the present circular.
20. In such cases, and as a general rule, the CERN Computer Security Officer, the division leader(s) concerned or the head of the service concerned shall inform the user concerned and explain the nature of the problem that has been detected or of the infringement that has been identified. If the incident occurs again, the user concerned shall be notified in writing by one of the above persons which of the provisions of this circular have not been correctly applied.
21. In the event of repeated infringement following the measures provided for under §20 above, or at any time when justified by the seriousness of the infringement, the Organization may withdraw access rights to CERN computing facilities from the user concerned and/or initiate disciplinary and/or legal proceedings against him.

Rules for personal use

1. The following rules supplement §6 of Operational Circular N° 5 “Use of CERN Computing Facilities” and cover personal use of CERN computing facilities.
2. Personal use is defined as any use which does not come within the professional duties of the user.
3. Personal use of the computing facilities is tolerated or allowed provided :
 - a) It is in compliance with the present operational circular and not detrimental to official duties, including those of other users;
 - b) the frequency and duration is limited and there is a negligible use of CERN resources;
 - c) it does not constitute a political, commercial and/or profit-making activity;
 - d) it is not inappropriate or offensive;
 - e) it does not violate applicable laws.

The Director-General shall have discretion in deciding whether these conditions are met.
4. Subject to the conditions under §3 above, the following are allowed :
 - a) The use of CERN computing facilities for social activities related to CERN clubs and associated newsgroups.
 - b) Personal Web pages on CERN computing facilities.
5. Subject to the conditions under §3 above, the following are tolerated :
 - a) The personal use of electronic mail.
 - b) The exchange and sale of personal belongings between members of the personnel via internal newsgroups (or newsmarkets).
 - c) The browsing of Web pages or reading of news groups unrelated to official duties.

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