The Direction of the Ecole polytechnique fédérale de Lausanne hereby adopts the following:

Preamble

EPFL policy regarding the use of IT facilities has always been a very open one. It has enabled staff members to successfully carry out their professional duties while contributing to the cultural enrichment of EPFL and its members. The continuation of this strategy must however take into account the fact that IT users are increasingly numerous and diverse in their activities. It thus seems necessary to make public, in the form of a directive, the tacit norms that have hitherto enabled the flexible use of IT facilities.

Article 1 Scope

1 All EPFL employees are bound by the following general rules laid down in the Ordonnance sur le personnel du domaine des EPF (http://www.admin.ch/ch/f/rs/c172_220_113.html), Art. 53 – Performance of tasks: « Staff members have an obligation to perform the tasks specified in their contracts in a competent and responsible manner, to comply with the instructions of their employer and direct superiors, and be loyal and cooperative in relation to their colleagues ».

2 The aim of the present directive is to clarify the application of these provisions with regard to the use of IT facilities. In any event, the obligations resulting from all other legal texts, including the Swiss Criminal Code, remain applicable.

Article 2 Conditions of use

1 In general, all facilities made available to staff members, including IT facilities, are entrusted to them to enable them to accomplish the tasks specified in their job descriptions.

2 These facilities must be used for this purpose only.

As an exception to this rule, and in order to take into account staff members’ needs, limited personal non-profit use is accepted, provided that it fulfils the following conditions:

1. its cost to the employer must be minimal;
2. it must not be prejudicial to the staff member’s work;
3. it must not undermine the interests of EPFL.

Notes

Cf. 2: any personal work carried out during working hours or that disturbs the staff member by frequently causing interruptions in their professional activities is considered prejudicial to the staff member’s professional obligations.

Cf. 3: the interests of EPFL include its moral interests, especially its public image.

Particularly harmful are documents that undermine human dignity (Art. 173ss of the Criminal Code), are of a pornographic nature (Art. 197 CC), incite racial hatred (Art. 261bis CC), constitute a vindication of crime (Art. 135, 259, 261bis CC) or a representation of violence (Art. 173ss CC).
Article 3  Rules concerning use

1 Computer access procedures are defined by the person responsible for the equipment. If access codes and passwords are issued on a personal basis, they are strictly personal and must not be revealed to third parties without the express authorisation of the person responsible for the equipment.

Users must communicate without delay to the authority that has granted access to EPFL IT facilities any change in their working relations with EPFL, particularly changes of unit or section, their departure and changes of address.

2 Software: The use of software of all kinds, its dissemination, its copying (except for backup purposes), the copying of manuals or other documents without prior permission from the author, are illegal according to Swiss copyright law (http://www.admin.ch/ch/f/rs/c231_1.html). Software piracy is illegal and constitutes damage to property.

3 Computer data: the use, possession, display or dissemination of any computer data belonging to third parties are protected by the Federal Act on Data Protection (http://www.admin.ch/ch/e/rs/235_1/index.html).

4 Documents: users must not possess, display or distribute computer documents in violation of the Swiss Criminal Code (http://www.admin.ch/ch/f/rs/311_0/index2.html). Moreover, they must ensure that documents used for professional purposes do not infringe provisions relating to intellectual property, data protection or other legislation protecting the interests of third parties.

5 Computer networks: the establishment of direct lines connecting the EPFL network to the outside requires prior authorisation from the Teleinformatics Group of the IT Domain.

Article 4  Consequences of non-compliant usage

1 Users who fail to comply with the above-mentioned rules violate their professional obligations as described under Art. 53 OPers and are liable to sustain administrative or disciplinary measures. These measures will depend on the gravity of the offence and include a reprimand, transfer and dismissal.

2 These internal penalties are of course in no way related to any criminal actions that may be brought as a result of the offences.

Article 5  Coming into force

The present directive comes into force on 21 January 2002, status as at 1 July 2012.

On behalf of the EPFL Direction:

President: Patrick Aebischer
General Counsel: Susan Killias