

Nybrogård Kollegiets Netgruppe

Nybrovej 304 - Basement H

2800 Kgs. Lyngby - netdrift@nybro.dk

Terms of service for Nybrogård Kollegiets network.

See guide on the back.

Room Number.: _____

Name/Resident: _____

Email: _____

Phone Number.: _____

Date: ____/____-20____ Signature: _____

By signing and filling out this form, the resident confirms he/she have read and accepted the rules for use of the network and the above information is correct.

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Guide to filling out the user contract.

It is very important the user contract is filled out correctly and legibly. Read this guide thoroughly and write with clear block letters.

In case of internal relocation, and you already have a user on the network, it is sufficient to write an email from the associated mail account.

Rental:

Here you have to write your room number, for example A65 or H08.

Name:

Write your full name with danish notation, that means, First name, Middle name and surname.

Email:

Write an Email address which you check regularly. Your email address will be used to receive all communication from the dormitory and the intern hall and club lists. You can at all times change or unsubscribe this service under "Brugerkonto" on <https://nybro.dk>.

Phone Number:

We need your phone number to be able to get to you in special situations (Eg Violation of the rules, connection problems or virus) or verify your account in special cases.

Date and signature.

By signing this, you declare you have read and accepted the user statement and the rules.

Terminology

K-Net

This is your internet provider, they provide the connection between the dorms and the internet.

Netgruppen

Hired by the dorm association to maintain, develop and manage the digital infrastructure, including the connection from K-Net.

SSID

"Service Set Identifier" - The visible name on a wireless network.

Resident

A user is a resident in a room on the dorms, who have signed present contract and is assigned a "Nyk***"-username.

Hacking

To gain unjustified access to data, information and/or systems designed to handle these.

Rules for usage of the Nybrogård Kollegiets computer network.

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The rules and regulations have been approved in the resident council meeting on the 07-12-2016 and are there a part of the dorms rules. It is the user's own responsibility to familiarize themselves with the rules and keep up to date on changes and additions, which can på seen on Nybrogård Kollegiets website, <https://nybro.dk>.

The rules have the purpose of ensuring best possible quality and uptime of K-nets wired and wireless network and optimal reception for all users, ensuring users are not forced to buy their own hardware.

§ 1 Usage of the Network

Ad. 1. It is not allowed to give unauthorized access to the room's network connections by Eg, but not limited to, ad-hoc, bridges, routers, access points, modems and so on.

- a) Subtenants must sign a user contract, and are assigned their own user for the network. Does that not happen, the sub-lessor will have full responsibility for the subtenants actions and be sanctioned according to § 8.

Ad. 2. A user may not overload the network in such a capacity it can be of harm to other users or the dorms network equipment.

Ad. 3. 1 IPv4 address will be made available per user with expiration time (lease period) for 48 hours.

Ad. 4. K-Net provides a DHCP server for every leases connection.

- a) This service can not be deactivated.
- b) It's allowed to set up and use your own DHCP server on the connection behind K-nets DHCP.

Ad. 5. The network may not be used for any forms of commercial usage without written permission from "Netgruppen"; including all forms of advertising and hosting for own or third party companies, associations, clubs or organisations

Ad. 6: The user can manage all ports on the connection by K-nets online service (<https://k-net.dk/user>).

§ 2 Virus

Ad. 1. It's each user's own responsibility to make sure their own devices at all times are free of e.g. virus and spyware of any kinds in case it can cause damage to K-nets connection and its users.

- a) It's each user's own responsibility to make sure their own devices at all times is updated with the newest safety updates.

Ad. 2. K-net preserves the right to scan a user's connection for signs of viruses and spyware based on concrete suspicion or by inquiry of the authorities.

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Ad. 3. Netgruppen preserves the right to disconnect a user and its room from both the wired and wireless network, if one or several of the users devices have been infected by virus or spyware.

- a) Such a disconnect can, in serious cases, happen without prior notice. The Netgruppe will however inform the user, without unjustified delay after the disconnect according to § 8, ad. 1.

Ad. 4. Netgruppen must without unjustified delay inform a user if the users devices have been infected by virus or spyware as fast as possible via e-mail, text or via mail.

- a) Netgruppen must only pass along information if the infection have been discovered by K-net and this have been received by Netgruppen from K-net.
- b) A user only have the rights to be informed by email or text, if their email or telephone number have been registered on the user's profile on Nybrogård Kollegiets website.

§ 3 Download and upload

Ad. 1. The users overall traffic between the user and the user's devices is not limited, but happen with regards to § 1, ad. 2 and common fair use.

- a) K-nets board sets the limits for how much the single user can up- and download per 30-day period. These limits can at any point be changed after a 30 day notice. The changes will be published with accordance to § 7, ad. 5

Ad. 2. It is not allowed to upload or download illegal material on the connection. This concerns E.g, but not limited to, movies, music and software in which the user does not have the rights to.

§ 4 Hacking and spoofing

Ad. 1. It is under no circumstance allowed to try and access or gain insight in others devices or traffic between these; neither inside or outside the dorms network.

- a) This also applies the dorms official servers.

Ad. 2. It is not allowed to test or disturb other users devices or traffic by e.g, but not limited to, portscanning or DoS (also see § 1, ad. 2).

Ad. 4. It is every user's own responsibility to, without unjustified delay inform Netgruppen, when safety breaches have been discovered on both the dorms network and at K-nets users.

Ad. 5. If a user has a suspicion of their devices have been attempted to be hacked, the Netgruppe must, without unjustified delay, be informed.

§ 5 Wireless network

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Ad. 1. K-Net provides a wireless network available to all registered users with SSID "K-Net" on both the 2.4 GHz and 5 GHz band.

- a) "K-Net" covers all single room rentals and other places where they have been deemed necessary.
- b) "K-Net" does not cover the apartments.

Ad. 2. "K-Net" uses WPA2 Enterprise-encryption..

Ad. 3. It is allowed for the user to setup their own wireless network on the lease connection, if the user deems it necessary e.g. due § 5, paragraph. 2. The following rules must be followed:

- a) The wireless network must be protected sufficiently. Ie with strong contemporary encryption and strong passwords¹. WEP and WPA are not sufficient encryption.
- b) The wireless network signal strength must be adjusted to the minimum necessary to cover the field of tenancy.
- c) It is only allowed to use the lowest part of the WiFi band and narrow frequency width:
 - i) 2,4 GHz-network (802.11a/b/g/n): Kanal 1-4 og ≤20 MHz.
 - ii) 5 GHz-network (802.11ac): Kanal 34-40 og ≤40 Mhz
- d) SSID of the wireless network must contain the user's room number so that it is possible to identify to which leases the wireless network is connected.

Ad. 4. Netgruppen has the right to scan the dorm for wireless networks that do not comply with § 5, paragraph. 3 a-d, and disconnect users acc. § 8-

§ 6 Traffic logging on K-Net

Ad. 1. K-Net makes as a data controller registration of the use of the connection (logging) for safety reasons and for troubleshooting, so that for example. actions can be taken against external abuse and to assist the individual dorms to intervene in cases of internal abuse and illegal online use.

- a) There are only logging according to present laws.
- b) There will only be a examination of the log if there is a suspicion of hacking or another safety risk, and when there is concrete and confirmed suspicion of another user using the network against the law or the user's agreement with K-net

¹ That is, it must contain uppercase and lowercase letters and numbers and be min. 8 characters long.

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Ad. 2. As a basic rule, information from the log will not be passed on. If a examination of the log however confirms the suspicion of illegal actions, then the information will be passed along of the information according to the circumstances. Passing along the information from the log can only happen to public authorities or Residents' Council at individual dorms. The user to which the information relates, will soon be informed of the transmission of data, unless a public authority imposes K-Net to do so.

Ad. 3. The user may at any time request the K-Net to inform him what information is recorded about the user.

Ad. 4. Objections for registration may be made to K-Net acc. to the current Law.

§ 7 Communication between Netgruppen and users.

Ad. 1. Netgruppen must, in the event of system failure and / or -breakdown, and other information that Netgruppen deems it necessary to convey to users, send e-mails to the mailing list "alle_beboere" with information about the current problem and an estimated repair time.

- a) If possible the information will also be posted on the dorms facebook site.
- b) If it is not technically possible to send emails, then there will only be a post on the dorms facebook site.

Ad. 2. If it is only necessary to inform a variety of users, network group only send information to the appropriate hall lists².

Ad. 3. The user is added automatically, by signing up for K-net, the mailing list "alle_beboere", the relevant hall list and KælderCaféen's advertising list.

- a) It is the user's responsibility that declared e-mail address is valid upon registration. The user is obliged to inform the Network Group on change of address without unjustified delay via <https://nybro.dk>.
- b) Mail lists for clubs will be added to the userprofile by registration in the respective club.

Ad. 4. The user can not claim the information on the network in addition to the paragraph. 1 said sources.

Ad. 5. The closure of part or all of the network, which is scheduled to last for more than 1 hour, must be notified via the in § 7, paragraph. 1 said sources at least 24 hours in advance, except as provided. § 7 paragraph 2.

- a) If a shutdown is planned to last more than 6 hours, this will be alerted via the in § 7, paragraph. 1 mentioned methods at least 5 days in advance.

Ad. 6. Changes of the rules must after approval by the residents council be put on Nybrogård Kollegiets website and distributed § 7 paragraph 1.

§ 8 Sanctions

² E.g. "ab_ulige@nybro.dk"

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Ad. 1. If a user violates these rules, Netgruppen must inform the user about the nature of the infringement and its foundation in these rules, written in the lease's mailbox.

- a) If it is technically possible and desirable, may the notice be made via SMS or e-mail.

Ad. 2. If the user does not bring the infringement to an end, the Network Group can unsubscribe the user's account at K-Net.

- a) The user must have at least 10 days to bring the problem in order after notice
- b) In severe or emergency cases, Network Group may unsubscribe the user's account from K-Net without notice.

Ad. 3. Violation of the rules in this statement and any supplements published tantamount to a breach of the Dorm rules.

- a) In serious cases, this will result in a written warning from the housing association since the case is transferred to the College Board of Appeal.

Ad. 4. In cases where the Danish law is violated, the case will be handed over to the Board of Appeal and the alternative housing association aimed at the police.

§ 9 Legal validity

Ad. 1. These rules becomes active on the 1st of February 2017.

Ad. 2. This version is a translation from the original Danish version. The Danish version is the legally binding one.