



UNIVERSITY OF CAGLIARI

General Directorate - General Affairs Coordination

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**Amendment of the Rules for the Use of the Internet and Email
DR 474/2020 del 6.05.2020**

THE RECTOR,

- HAVING REGARD TO Law No. 240 of 30.12.2010;
- HAVING REGARD TO the Statute of the University of Cagliari, issued by Rector's Decree of 09 July 2019 No. 765;
- HAVING REGARD TO the *Rules for the Use of the Internet and Electronic Mail*, issued by Rector's Decree of 19 May 2008 and amended by Rector's Decree No. 295 of 21 March 2011;
- HAVING REGARD TO the resolutions by which the Academic Senate and the Board of Directors, at their meetings held on 28 and 30 April 2020, respectively approved and expressed a favourable opinion on the proposed amendment to the "*Rules for the Use of the Internet and Electronic Mail*";
- TAKING NOTE of the Rector's commitment, formulated at the meeting of the Board of Directors, to subsequently carry out the appropriate technical checks on the text and to make any future amendments to the Regulation in question;
- WHEREAS it is necessary to proceed with the issuance of the Regulation;

ISSUES THE FOLLOWING DECREE

- ART. 1 - The "*Rules for the use of the Internet and electronic mail*", as amended in the Annex that forms an integral part of this measure, is hereby enacted.
- ART. 2 - These Rules enter into force on the day following their publication on the University website.

Approved by the Director General

The RECTOR
Prof. Maria Del Zompo
(signed with digital signature)

Rules for the use of the network and email

Art. 1 - Subject matter and scope of application

1. These regulations control the methods of access to and use of the University's computer and telecommunications network, as well as the services that can be received or offered inside or outside the University of Cagliari through the network itself.
2. The University network permanently connects the different locations into which it is divided. It is connected to the GARR network (Group for the Harmonisation of Research Networks) and, through the latter, to the Internet. The use of Internet resources and services via the University's network is therefore subject to compliance not only with these regulations, but also with the rules of access and use of the GARR network itself, as laid down by GARR's governing bodies.
3. The rules for the use of the GARR network issued by the GARR network managers are an integral part of these regulations.

Art. 2 - General Principles

1. The University of Cagliari promotes the use of the University Network (and the other networks to which it is connected) as a useful tool to achieve its objectives.
2. Users shall freely express their thoughts, respecting the rights of other Users and third parties. Aware of the "potentialities" offered by computer and telematic tools, Users undertake not to violate the general and specific civil, criminal and administrative regulations, as well as the rules set out here, and thus adhere to a principle of self-discipline.

Art. 3 – Definitions

In these Regulations, the following terms shall have the meanings here indicated:

University: the 'Università degli Studi di Cagliari' in all its institutional and physical areas and locations.

Users: All those who have access to the University Network in accordance with the present Regulations.

University network: The set of resources that allow IT and telematic connections between the different locations and workstations, as well as access to external telematic networks.

GARR: (Group for the Harmonisation of Research Networks) created in 1988 and operating under the Ministry of Universities and Research (MIUR).

GARR network: the Italian research network, currently managed by the GARR Consortium (CNR, Enea, INFN, CRUI, etc.).



Internet network: The geographical network based on the TCP/IP communication protocol.

Abuse or Misuse: any violation of these Rules or other civil, criminal and administrative regulations governing the activities and services performed on the Network.

Structure/body: Institutional structure of the University (Rectorate, Faculty, Department, Centre, Directorate General, Directorates and Sectors).

DirSID: System, Infrastructure and Data Directorate

Article 4 - Persons permitted to access the University network

1. The following are entitled to access the University network: University professors and researchers, technical-administrative, library and socio-medical staff, students, doctoral students, post-doctoral students, research fellows, scholars admitted to the departments by decision of the departments themselves, experts recognised in accordance with the regulations in force, members of University bodies, even if they are not employees.
2. The following may have access to the network for the time necessary to carry out their duties at the University: contract professors, visiting professors, external collaborators involved in institutional activities carried out by the University.
3. Access to the network is guaranteed on the basis of the potential of the resources.
4. The competent Directorate may regulate the access of certain categories for technical reasons and for the time strictly necessary to carry out the activities.
5. The competent Directorate may, at the request of Users or on its own initiative, propose appropriate regulations of an operational nature for approval by the competent academic bodies in order to achieve the objective of ensuring the best functioning of the available resources.

Art. 5 - Accessing the Network

1. The Users referred to in article 4, paragraph 1, shall gain access to the services by following the operational instructions they receive at the time of commencement of their activity in various capacities at the University.
2. The User is granted access after agreeing to comply with these regulations and other regulations governing the activities and services that take place via the network, and after agreeing not to misuse and not to violate the rights of other Users and third parties.
3. The User who obtains access to the Network assumes full responsibility for the Activities conducted through the Network.
4. Each and every instance of accessing the network is linked to a specific individual, who is held accountable for the actions carried out.

Art. 6 - Basic and special services

1. The main services provided by the relevant Directorate (the complete and updated list is published on the relevant Directorate's website) are as follows:

- Internet access
- electronic mail with the unica.it domain
- the domain amm.unica.it and any other sub-domains already in existence at the date of first issue of these regulations
- antispam service
- mailing list
- collaboration tools
- the university portal system
- special technical services, the characteristics of which are published on the above-mentioned web pages (by way of example and not limited to DNS, VPN)

2. The operational process for accessing the services is published on the web pages of the relevant Directorate.

3. The services made operational and managed directly by the relevant departmental structures (such as sub-domains, blogs, electronic bulletin boards, services related to teaching and research activities) will be the subject of specific protocols defined between the relevant Directorate and the departmental structures concerned. The services existing at the time of the first publication of these regulations and not covered by a protocol are presumed to be extended until the protocols are formalised.

The management of the equipment and application services responsible for each structure shall be entrusted to professionally trained staff working within the structure under the authority of the head of the structure. Such personnel shall be required to cooperate with the responsible department in order to ensure compliance with the rules, as well as efficient and effective coordination, so as to ensure a unified management and security policy and not to cause disservices to the University network.

4. The person requesting activation of the service shall declare in writing that he/she undertakes to comply with these Rules and accepts responsibility for abuses that may be committed, including by non-user third parties, through said services.

5. Services that have not been used for more than 12 months will be deactivated upon notification to the person who initially requested the service.

6. The nominative email account will remain active for the read-only function for a period of time after the date of termination of the status referred to in article 4, paragraph 1, equal to:

- 4 months for students
- 6 months for all other persons.

This availability is closely related to the possible need to complete the retrieval of personal documents if this has not been done before the termination date.



In duly justified cases, the forwarding of emails to University of Cagliari addresses may be authorised if it is necessary to make information available to regular employees of the university.

Art. 7 - Lists of Users

1. In accordance with the stipulations of EU Regulation No. 679/2016 and Legislative Decree No. 101 of 10 August 2018, which contain the Personal Data Protection Code, a series of lists are prepared for the purpose of safeguarding the confidentiality of Users and the freedom and secrecy of correspondence. These lists are distinguished by subject matter, and subscription to any given list constitutes an expression of consent to receive emails of the type contemplated in each.

The lists referenced in the subsequent paragraph are organised by the relevant Directorate.

To send messages to these lists, the sender must adhere to the instructions published on the web pages of the pertinent Directorate.

2. The following closed lists are currently in use:

a) the moderated list, utenti@unica.it, concerning institutional and service communications of general interest to all Users from academic bodies, department heads and facility and service managers. Please note that all Users are automatically subscribed to this list and that there is no possibility of deletion. The heads of the structures responsible for managing the email sub-domains must provide the list of active addresses to the relevant Directorate to enable registration on the list.

b) the moderated list convegni@unica.it, concerning announcements on conferences, seminars and cultural activities in general. All Users are automatically subscribed to it and may unsubscribe at any time.

c) the list sindacato@unica.it. Subscription is free and is left to the will and initiative of each User, who may unsubscribe at any time.

d) the list notizie@unica.it, covering information not explicitly included in the topics of the previous lists that Users wish to disseminate because they consider it of interest to the university community. Membership is free and is left to the will and initiative of each User, who may unsubscribe at any time.

Communications sent to the above-mentioned lists may not exceed the maximum size set by the competent Directorate and may only be sent to one of the above-mentioned lists.

3. There are also open lists, accessible via www or via an email client with new server support, with exclusive access from the UNICA network computers, through which each User can independently send emails on specific subject groups. Messages are received exclusively by connecting to a specific web page or by special configuration of the email client by the User.

4. The list of lists and sub-lists to which it is possible to subscribe is published on the unica.it website.

Art. 8 - Prohibited Activities

1. It is forbidden to use the network:
 - a) contrary to the provisions of this Regulation;
 - b) contrary to the regulations dictated by the GARR network managers;
 - c) in a manner that does not comply with the general and specific criminal, civil and administrative provisions governing the activities and services carried out on the network, and the protection of privacy;
 - d) for purposes incompatible with the objectives and institutional activity of the University as set out in the University Statute;
 - e) to achieve unauthorised access to network resources inside or outside the University;
 - f) to engage in activities that violate the confidentiality of other Users or third parties;
 - g) for activities that adversely affect the smooth operation of the network or restrict its usability and performance for other Users in accordance with GARR and Netiquette;
 - h) for activities that divert resources (persons, skills, computers) to an abnormal extent, in accordance with GARR and Netiquette;
 - i) for activities causing unauthorised transfer of information (software, databases, etc.);
 - l) for activities that violate the laws protecting intellectual and creative work;
 - m) for the connection of network equipment (by way of example but not limited to hubs, switches, routers, wireless access points, firewalls, etc.) not authorised by the competent Directorate, except as provided for in Article 6 paragraph (3);
2. Furthermore, the use of anonymity or resources that allow one to remain anonymous is prohibited.
3. It is also prohibited to share Usernames and passwords with third parties for the purpose of accessing services;
4. Finally, any cabling in university structures for connection to the university network must be authorised by the relevant Directorate.

Art. 9 - Sanctions

1. In the event of misuse, depending on the seriousness of the misuse and without prejudice to further criminal, civil and administrative consequences, the following measures will be imposed:
 - a) verbal or email reminders to use the network correctly;
 - b) the written reminder of the correct use of the network;
 - c) suspension from network access for a minimum of one week and a maximum of six months;
 - d) permanent exclusion from the use of the network;
2. Sanctions shall be imposed by the Rector.
3. In the event that the Rector becomes aware of an instance of misuse or abuse and there is a risk of delay in applying the appropriate sanction, he/she may, notwithstanding the provisions set forth in the following article, provisionally and urgently order the relevant administrative unit to immediately cease the activity that gave rise to the abuse, taking the necessary measures to prevent the abuse



from having any further consequences.

4. In case b of Article 8 and following a report by the GARR network operators, the competent Directorate is authorised to suspend access immediately without notice.

5. In cases c, e, f, g, i, m of Article 8, the competent Directorate is authorised to immediately suspend access without notice, subsequently notifying the Rector.

Art. 10 - Procedures

1. Any individual may report any breach of the provisions set out in this Regulation to the relevant Directorate. Please note that anonymous reports will not be considered.

2. If the competent Directorate determines that the report is unfounded, it will notify the author accordingly.

3. If the competent Directorate determines that the report is well-founded, it will invite the User to provide all clarifications and documents it deems useful for its defence, setting a time limit of no less than 10 days.

4. Once the requisite clarifications have been provided, the relevant Directorate will proceed to close the procedure and notify the author of the report accordingly.

5. In the event that the competent Directorate determines that an instance of abuse has occurred, it shall forward the case to the Rector, who shall impose the sanctions outlined in the preceding article, providing a rationale for the decision.

6. The decision shall be communicated to the parties without delay.

7. In the event that there are compelling reasons to prevent the recurrence of significant violations, the Rector may, in the interim, implement provisional precautionary measures to suspend network access.

Art. 11 – “Naming Convention”

1. For each User pursuant to Art. 4 par. 1, a single “username” must take the following general form:

- “n.surname@studenti.unica.it” for students
- “name.surname@unica.it” for all other persons.

2. Services are accessed using the full ‘username’ for example for:

- The use of unified University email (‘n.surname@studenti.unica.it’ and email name.surname@unica.it)
- The use of WiFi
- Access to communication services (e.g. management of remote online meetings etc.)

3. The services are accessed by using the ‘username’ only for the part to the left of the ‘@’ symbol (e.g. ‘firstname.lastname’) e.g. for:

- Accessing PCs that are ‘joined to the domain’

- Accessing the 'VPN' service
- Accessing application services (e.g. ESSE3, U-GOV, Titulus, etc...)
- Accessing teaching services, virtual labs, etc...

4. The full list of services and how to access them are available on the web pages of the relevant Directorate.

5. In case of homonymy for students, disambiguation is used with a sequential number after the last name.

In cases where there are several names, the first letter of the first name is used.

In the case of several surnames, the first letters of the other components are added at the end of the first one.

6. In the case of homonymy for all other persons, a sequential number is used after the surname (e.g. name.surname2@unica.it).

For multiple first names and/or surnames, the first first name and all parts of the surname are normally used. In all cases, the standard or particular solution is shared with the User.

Any solutions that have been adopted up to the date of the first issue of this regulation, which resolve homonyms and multiple names and/or surnames in different ways, will be adjusted in the transitional period in agreement with the Users.

7. For persons other than students, the adoption of the unified mail with the domain "@unica.it", as of the date of issue of these regulations, is currently being implemented.

The gradual transition to the 'name.surname@unica.it' standard requires that personal email addresses previously in use be associated as 'aliases' to the new one, guaranteeing the receipt of what is sent to the old address.

After the changeover to the 'name.surname@unica.it' standard, emails will have 'name.surname@unica.it' as the only sender.

8. Students must maintain a single 'username' throughout their period of studies.

9. With the exception of students, for all other individuals, consideration will be given to how a personal 'username' can be made available in the event of a new relationship with the University in various capacities following termination, including the possibility of using the previous personal account.

10. In the event that it is necessary to assign a personal 'username' to persons outside the university, and who therefore do not fall under the definition in Article 4 paragraph (1), the designation adopted is 'name.surname@ext.unica.it'.

The same criterion can be used for persons referred to in point 9 above.

11. The publication of email addresses other than the domain "@unica.it" or "@subdomain.unica.it" in the University directory and on the pages of the portal system is not allowed, both for reasons of compatibility with privacy regulations and for the appropriate uniformity of the use of institutional references.



Any additional email addresses of public bodies that have close institutional relations with the University, through which the employee works, are considered as situations of necessity at the institution for part of their work time.

12. Former Rectors and retired Emeritus Professors may be granted the use of email at their request.

13. The Board of Directors, on the proposal of the Rector, may define specific situations, to be treated as exceptions, for the permanent maintenance of the University email service to persons who no longer belong to the organisation.

Art. 12 - Transitional and Final Provisions

1. Operational information related to these regulations is published and updated on the web pages of the competent Directorate.

2. Useful rules include, in particular, good manners in the use of communication tools ('Netiquette') and the 'GARR' regulations.

Both can be found on the pages mentioned in paragraph 1.

Disclaimer: This English translation of the original text in Italian is provided for information purposes only. In case of a discrepancy, the original Italian document will prevail.