



KOLEGJI - COLLEGE  
**BIZNESI**  
Prishtinë

**Pursuant to Article 81 and 21. point h. of the Statute of "Biznesi" College, the High Teaching Scientific Council of "Biznesi" College on 25 September 2020 approved this:**

## **REGULATION**

### **ON POLICIES, CRITERIA AND MANNERS OF USE OF COMPUTERS AND NETWORK**

This Regulation, in accordance with the law and the Statute of Biznesi College, determines the policies, conditions and manner of use of computers and network (information-technological) within Biznesi College.

When members Biznesi College are given the right to work on a computer system or computer network in shared use, they become part of the user community.

The policy of the College for the use of the computer and the network applies to all users of computers and network resources of Biznesi College. Additional policies for specific systems may also be implemented by the relevant bodies of Biznesi College.

#### **1. Computer and network use**

##### *1.1 Individual use*

Membership account number and network connections (either through the Computer Center or a College office) are for individual use. A computer account number should only be used by the person to whom it is assigned. All members are responsible for all actions initiated through their accounts or network connections. They should not present themselves as other persons, misrepresent or conceal their identities in actions and emails.

##### *1.2 Maintaining the privacy and security of users and systems*

Unless the information is specifically made public or available to a member, that member must acknowledge that everything else on the network is private. Members who may have the ability to access files, registries or information that do not belong to them through a loophole, etc., those members do not have the right to do so. Any attempt to circumvent computer, network, or file security, or to take advantage of security errors, is prohibited.

### ***1.3 E-mail use***

E-mail communication is the official communication within Biznesi College.

Members, respectively persons, are obliged to read e-mails regularly. The College reserves the right to delete unread emails that wait on the server for more than a week.

### ***1.4 Disturbing other users or misusing computer resources***

Malicious and/or intrusive actions using computer systems and networks are strictly prohibited. Examples include, but are not limited to, viruses, threatening or compromising messages, 'override\*', packet sniffing, self-replicating programs, excessive file transfer volume, trafficking or printing on network and other programs, folders, hardware, software or actions that intentionally or unintentionally damage or disrupt the system or the functioning of the network, compromise the security of the system or network, or interfere with the affairs of others. Due to the harmful effect on our systems and networks, the sending of chain mail and messages similar to 'skip' e-mail is expressly prohibited.

### ***1.5 Adherence to the intellectual property rules***

Respect for work and intellectual creativity is vital to entrepreneurship and academic lecturing. This principle applies to the works of all authors and publishers in all media. It includes respect for the right to recognition, the right to privacy and the right to determine the form, manner and conditions of publication and dissemination. Because electronic information can be easily deleted and reproduced, respect for the work and personal expression of others in computer environments is particularly critical. The account holder bears the burden of proving ownership or obtaining copyright permission from its holder. Upon receipt of a relevant notice, as defined by law, of a possible malicious activity, we will remove or block access to the relevant material where possible. Reports of repeated copyright infringements will result in the closure of the Computer/Network Services and/or other operations of Biznesi College.

### ***1.6 Access to computer and network account numbers/Non-commercial use only***

Biznesi College will make a reasonable effort to have its own computer systems and networks in use at all times. However, as part of regular maintenance or other activities undertaken by telecommunications or other suppliers outside the control of Biznesi College, the systems and networks may be out of use at any particular time. The College reserves the right to restrict or block access to computers and network resources as needed. The computer systems and networks of Biznesi College are for non-profit individual use, related to the educational mission of Biznesi College, by its departments, staff and students, as well as for business activities approved by the College.

### ***1.7 Enforcement of rules; observance of the law***

All users must comply with the provisions of the laws of Kosovo, regarding the use of computers, telecommunications, intellectual property rights, data protection and other relevant issues. These laws must be obeyed by all users. Failure to comply with such laws will not be accepted as a justification for any illegal activity. All users must adhere to the policies and rules of Biznesi College.

### ***1.8 Privacy***

The College will take reasonable steps to ensure that the user's files and e-mails remain private and, under the policy, will not perform routine oversight of the contents of the user's files or messages. However, due to the nature of computers and electronic communications, the College cannot guarantee the absolute privacy of user files and information. Users need to take reasonable precautions and understand that there is a risk that in some other circumstances people may intentionally or unintentionally access files or messages. When it appears that the integrity, security or functionality of the computers or network resources of Biznesi College is at stake or in cases of misuse of the policies, codes or rules and laws of Kosovo, the College reserves the right to take any action that calls them necessary (including, but not limited to overseeing the activity, also looking at files) to investigate and resolve the situation.

### ***1.9 Limitations***

The College may impose restrictions on the use of its own computer and network systems and/or take additional action in response to complaints that provide evidence of a breach of this or other Biznesi College policies or codes or laws of Kosovo.

## **2. Information system content**

**2.1 College** reserves the right to remove any material from the system. Responsible parties will be notified in such a case. Sponsors and information providers are responsible for ensuring that their information complies with the following standards.

**2.2** Any information posted on the intranet or on the website of Biznesi College should be appropriate for dissemination both in the community of the town and, possibly, in the rest of the world.

- (i) Some examples of suitable material are:
  - calendars or announcements of events to take place;
  - descriptions of services provided;
  - course descriptions and deadlines.
- (ii) Some examples of materials that will be considered inappropriate:
  - commercial advertisements, marks or emblems other than those used to recognize sponsorship, to support the

academic mission of Biznesi College or to promote a business service provided by the College;

- material that is illegal;
- confidential information.

**2.3** Materials should be checked for punctuality and should be updated regularly.

**2.4** Copyrighted material should not be entered without the permission of the copyright holder.

**2.5** The College reserves the right to adjust the layout of the webpage in order to avoid confusion or duplication with official sites. Each document must contain the following information:

- name of the supplier, organization and e-mail address
- the author of the document (if different from the supplier);
- date of the last revision of the document;
- any known information related problems.

### **3. Notification of violations**

**3. 1** If the network user is informed in any way that violations of the policies, conditions and manner of use of computers and the network have been committed, that user must notify the person in charge of the Computer Center, respectively the other responsible persons.

Meanwhile, for the interventions of other entities outside Biznesi College in the network system of the College, other relevant actions will be initiated in accordance with the law (denunciations, application forms, etc.).

4. Approved on *25 September 2020*, by the High Teaching Scientific Council of BIZNESI College.



Head of the HTSC

Prof. Dr. Shyqeri KABASHI - Dean