

الجمهورية الجزائرية الديمقراطية الشعبية
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وزارة التعليم العالي والبحث العلمي
Ministry of Higher Education and Scientific Research
جامعة الجزائر 3 – إبراهيم سلطان شيبوط
University of Algiers 3 – Ibrahim Sultan Cheibout

INFORMATION TECHNOLOGY CHARTER

Approved by the Digital Strategy Office

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Preamble

The University of Algiers 3 provides students, teachers, and staff of the institution with computer resources to enable them to carry out their assigned tasks and to reinforce initial and continuing education, valorize research work, and promote cooperative academic work. Improper use of these resources increases the risk of compromising the security of the university's information system.

To ensure the confidentiality, integrity, and availability of the information system's data, the University of Algiers 3 has decided to develop an IT security charter based on the National Information Security Framework (RNSI-2020) and current legislation, and to regulate the operation and use of the university's information system.

The term "information system" refers to the organized and coherent set of resources specifically adapted to the needs of the university, which allow it to efficiently manage its data and information.

It includes:

- Hardware components (such as computers, servers, mobile devices, input/output devices, storage devices, network equipment, etc.);
- Software components (such as operating systems, application software, productivity software, content management systems, communication software, security software, etc.).

Article 1: Purpose

The purpose of this charter is to define the conditions and procedures for the use of the information resources of the University of Algiers 3. It also defines the security rules that users must follow in order to allow normal and optimal use of the information resources and Internet services of the University of Algiers 3.

Article 2: Scope

This charter applies to anyone who has permanent or temporary access to the computer resources of the University of Algiers 3.

Article 3: On the ownership of information resources

- All information resources made available to users are the exclusive property of the University of Algiers 3.
- All data hosted on the equipment of the University of Algiers 3 or transmitted over its networks are the exclusive property of the University of Algiers 3.

Article 4: Conditions of access to computer resources and networks

Any access to the computer resources and networks of the University of Algiers 3 is subject to a prior authentication procedure.

Article 5: Responsibility of the user

The user is solely responsible for any use of the authentication means provided to them by the University of Algiers 3.

Article 6: Protection of authentication means

In order to preserve the authentication means made available to them, the users must:

- Ensure the protection and preservation of their secret authentication information.
- Periodically change their secret authentication information. It is strictly forbidden to disclose secret authentication information to third parties.

Article 7: The use of information resources

- The computer resources of the University of Algiers 3 can only be used for professional purposes.
- The users must preserve the resources and computer tools provided to them.
- The users are not authorized to install or deploy applications or software on the computer resources provided to them.
- In case of failure of these resources, the user must immediately inform the structure in charge of maintenance.

Article 8: Obligations of the University of Algiers 3 towards users

The University of Algiers 3 must:

- Provide users with the necessary computer resources to carry out their tasks.
- Ensure the proper functioning and availability of computer resources.
- Maintain the quality of service provided to users within the limits of allocated resources.
- Inform users of applicable procedures and policies regarding computer resources.
- Implement the necessary means to ensure the confidentiality and integrity of users' documents and electronic exchanges.
- Inform users that network and system activities are subject to automated monitoring.
- Raise awareness among users about the risks associated with computer security.

Article 9 : User obligations

- Respect the laws and regulations in force.
- Respect this charter as well as the various procedures and policies of the University of Algiers 3.
- Strictly apply the security measures and directives of the University of Algiers 3.
- Not use or attempt to use other users' accounts.
- Immediately report any suspicious activity or security incident.

Article 10: Security and Protection of the Workstation

The user must strictly adhere to the following security instructions:

- Lock the access to the workstation when absent, even temporarily.
- Alert the technical services in case of discovering a new equipment connected to the workstation.
- Ensure that the workstation has an anti-malware and inform the relevant service of any security alert.
- Never connect personal equipment to the workstation.
- Scan all removable media connected to the workstation before using them.
- Turn off the computer during extended periods of inactivity (night, weekend, vacation, etc.).
- Do not physically intervene on the hardware (opening the central units, etc.).

Article 11: Use of Professional Email

Alger 3 University provides users with professional email accounts that allow them to send and receive professional emails.

The professional email can only be used for professional purposes. Therefore, it is strictly forbidden to:

- Use it for personal or partisan purposes.
- Use it for registration on social networks, forums, and websites.
- Open attachments and/or hypertext links transmitted from unknown email addresses.
- Access the professional email account from community internet access spaces, such as cybercafes.

If the user's tasks require registration on social networks, forums or websites, a dedicated email address is assigned to them after approval by the authorized authority.

The user must be vigilant when using emails by ensuring that:

- The recipient's address is properly formulated.
- The recipient is authorized to access the content transmitted.
- The correct attachments have been attached to the document. It is strictly forbidden to use personal email addresses to transmit professional documents.

Article 12: Use of the Internet

Users who have access to the Internet agree to:

- Not intentionally use this service for malicious, obscene, fraudulent, hateful, defamatory, pornographic, or illegal purposes.
- Not provide information related to their function, rank, or responsibility on social networks.
- Not overload the network of the University of Algiers 3.
- Exercise caution when downloading files and ensure that they are scanned by an anti-malware program.

Article 13: Mobile devices and storage media

The user must:

- Immediately report any loss or theft of a mobile device or professional storage media to their hierarchy.
- Always lock mobile devices when not in use.
- Disable Wi-Fi and Bluetooth functions of devices when not needed.
- Strictly prohibit any person outside of the University of Algiers 3 from transferring documents via removable media, all document exchanges must be done by email. In case the volume of data requires the use of removable media, it must be analyzed by competent services before any use.
- Encrypt confidential data contained in mobile devices and storage media.
- During professional trips, the user must keep their mobile devices and removable storage media on them.

Article 14: Security measures to apply when traveling abroad

- It is forbidden to use public or shared terminals (computers, tablets, etc.) to access the professional email account or business applications.
- The missionary must keep their professional terminal and storage media with them at all times.
- The missionary must disable wireless communication functions such as Wi-Fi and Bluetooth of devices when they are not necessary.
- The missionary must delete all sensitive professional data, not necessary for the mission, from all removable media before any trip abroad.

- The missionary must inform the hierarchy and the Algerian diplomatic representation in case of inspection or seizure of computer equipment by foreign authorities during missions abroad.
- It is forbidden to use equipment offered during a trip abroad for professional purposes.
- The missionary must mention in the mission reports the list of connected objects offered during the trip.
- It is strictly forbidden for a transfer of documents by a foreigner to be made via removable storage media. All document exchanges must be done exclusively by email.
- The missionary must change the passwords used during the mission.

Article 15: End of the relationship between the user and the University of Algiers 3

- When the relationship between the user and the University of Algiers 3 comes to an end, the user must return to the University of Algiers 3 all the hardware computer resources provided to them.
- The University of Algiers 3 will delete all logical accesses of the user to the computer resources provided to them by the University of Algiers 3.

Article 16: Management of incidents in case of security incidents

In case of an incident that could affect security, the University of Algiers 3 can:

- Disconnect a user, with or without notice depending on the severity of the situation.
- Temporarily isolate or neutralize any data or file that is in violation of the charter or would compromise the security of the information system.
- Inform the hierarchical supervisor.

Article 17: Violation of the charter

The violation of the rules defined in this charter may engage the user's responsibility and result in disciplinary measures proportional to the severity of the facts found.

Provided that the hierarchical superior is informed, the IT security managers may:

- Warn a user.
- Temporarily limit or remove a user's access.
- Delete, compress or isolate any data or file that contradicts the charter or jeopardizes the security of information systems.

Without prejudice to disciplinary sanctions, the violator of the provisions of this charter may be subject to legal proceedings.

Article 18: Entry into force

This Information Technology charter is an essential tool to ensure the confidentiality, integrity, and availability of data and information at the University of Algiers 3.

This charter comes into force upon its publication on the website of the University of Algiers 3. It is displayed when authenticating to the university's local network and notified to users by professional email.

Any refusal to comply with the aforementioned articles will prohibit the user's access to the University of Algiers 3's computer resources.