



Welcome to Foreningen Kollegienet, Odense (FKO). By completing and submitting the registration form at the back of this brochure you will be able to use the Internet and internal network with FKO as your professional provider.

## Access to the Internet

Once you got your username and password you are ready to use the Internet. In order to access the Internet, you must login with the given username and password.

You can logon to our system in 3 ways:

1. **Manual login:** When your computer is connected to the network, navigate to the page: <http://login.kollegienet.dk>, enter the username and password and you will be logged in (remember to login again if your computer has been turned off)
2. **Automatic login:** We have developed a program you can install on your computer that automatically logs you in when you start your computer. Navigate to the page <http://login.kollegienet.dk/jws>, here you can download the program and see a guide on how to use it.
3. **Use of router:** You can choose to buy a (wireless) router. Once it has been configured and your computer is connected to it, navigate to <http://login.kollegienet.dk>, in step 1 enter your username and password. Once you have logged in, you will automatically be logged in as long as your router is turned on. It is only necessary to login again if the router has been switched off. For help in setting up and configuring the router, please contact us.

## Having problems getting on the Internet or finding the information needed to fill out the registration form?

- Ask your neighbours, the net committee at your dormitory or contact our employees at Foreningen Kollegienet Odense in our office located at

Foreningen Kollegienet Odense  
Cortex Park 18A  
5230 Odense M  
[support@odense.kollegienet.dk](mailto:support@odense.kollegienet.dk)  
Phone: 63 14 44 57

# Rules for users at Foreningen Kollegienet Odense's network

## 1. Parties

Residents of one of FKO's members, who have access to Kollegienet, are classed as users. There will be created an account for each household. The accountholder is the person who signs the user rules. Delivery of username and password to persons outside the household is not allowed.

## 2. User

As user you are obliged to keep yourself informed about the existing rules and possible changes on the network. These changes will be announced via e-mail as well as on our homepage <http://odense.kollegienet.dk>. You are also obligated to inform Foreningen Kollegienet Odense (From now on abbreviated as FKO.) about any changes concerning your need for the link to the network. FKO is especially referring to people moving out of or subletting their dorm room.

## 3. Responsibility

Users are responsible for their own computer and other equipment in their household, as well as possible programmes and documents installed on these. Neither FKO nor the people responsible for the network can be held responsible for potential damage on hardware or loss of data as a result of errors on the network or in relation to the network. Accountholders are responsible for use and abuse of kollegienet.

## 4. Virus

Different computerviruses often circulate on the network in the shape of infiltrated programmes and documents containing macroes. The users are responsible for checking data for viruses before they are transferred to the network. Every user must respect the safety regulations, which may be effectuated and announced via e-mail and on the FKO homepage. Users are personally responsible for any damages done to their computer and loss of data caused by virus infections.

## 5. Protection of Data and Programmes

The data and programmes of other users are regarded as their private property and trying to get access to such data without preliminary agreement with the users in question is not allowed. This applies whether the data is available on the user's personal computer or if the data is available on the server of the network. FKO is not responsible for unauthorised access to computers linked to the network. It is entirely up to the individual user to protect his/her own computer i.e. by encryption of data.

## 6. Use of the network

FKO's network is linked to the Internet via the University's network. It is only allowed to use the network to communicate with publicly available services such as the World Wide Web, anonymous file transfer, etc. It is not

allowed to use other services (e.g. via Telnet, remote execution, etc.) without preliminary permission from the owner of the system. Likewise it is not allowed to do an IP or port scan to look for servers on FKO's network. Any attempt to break through security systems (cracking/hacking) is not allowed. The net may not be used for commercial purposes. Use of Kollegienet to distribute illegal material of which you do not hold the rights is not permitted. FKO is bound to deal with all complaints regarding this issue. O is bound to deal with all complaints regarding this issue.

## 7. Access

The user obtains a username and password for access to the Internet, electronic mailbox, etc. Password is confidential and used only by persons in the household. The accountholder is responsible for others' abuse of such information. It is only allowed to set up proxy facilities for your own usage.

## 8. Overload of FKO's network

Overload of the network lines, including the Internet access, is not allowed. FKO monitors how much the network is loaded. If a user is doing activities that overload the existing bandwidth, the result may be that the user's access to the Internet is terminated for a period. The rules, which apply at all times, may be read at <http://odense.kollegienet.dk>.

## 9. Netiquette

Users are expected to respect the unwritten laws about behaviour on the Internet. Generally understood you are advised to avoid annoying other users. As an example it is not allowed to 'spam' (that is sending unsolicited e-mails to a large group of users or sending several 'junk' e-mails to the same user) or misuse news groups or mailing lists by sending irrelevant information. Complaints from other users concerning violation of the general netiquette will be dealt with by FKO.

## 10. Violation of the rules

If the rules are violated, it will immediately lead to a temporary or permanent disconnection from the network. If it is suspected that Danish law has been violated, FKO will notify the police.

These rules have been written in order to determine responsibility and in order to avoid violation and misuse of the network as well as avoiding nuisance of other users.

Inexperienced users do not have to be nervous about what they do on the network as practically every violation of the rules is done intentionally. If you have any doubt about having done something that is in conflict with the rules, you should immediately contact the FKO on: [leder@odense.kollegienet.dk](mailto:leder@odense.kollegienet.dk)

### As a user of FKO's network you sign for, that you and others in your household, agree to respect the following:

I hereby commit myself to keep informed about and comply with the existing rules that apply to the FKO network. These rules are printed elsewhere in this brochure and published on the FKO homepage <http://odense.kollegienet.dk>. I accept that FKO keep a log of all ingoing and outgoing activity. To see a more detailed explanation, go to: <http://odense.kollegienet.dk>.

I am obliged to notify FKO if I sublet or leave my tenancy.

## Application form

Turn in/mail this application form to: Foreningen Kollegienet Odense. **Remember to enclose a stamped and addressed envelope.** For current postage rates go to [www.postdanmark.dk](http://www.postdanmark.dk)

**Without a stamped and addressed envelope you will not get to be registered – unless you have provided an email address where we can send the answer to.**

Here is the address you have to mail the application to:

Foreningen Kollegienet Odense Cortex Park 18A 5230 Odense M
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Alternatively it is possible to print the formular, fill it out, scan it, followed by sending it via email to the address: [info@odense.kollegienet.dk](mailto:info@odense.kollegienet.dk)

**Foreningen Kollegienet Odense requires the following information to handle your application. Your application will be held confidential.**

### Personal Information:

If you live more people in an apartment, you just fill out one application. The supplied password is confidential and used only by persons in the household. The user is responsible for others' misuse of this information.

**Write clean in block capitals**

Name:	_____
Address:	_____
Postal code and city:	_____
Phone no.:	_____
E-mail address:	_____

**Remember to fill out the backside of this page!**

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I am under obligation to notify FKO if I sublet or leave my tenancy.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Remember to enclose a stamped and addressed envelope!**