**STOCKHOLM INTERNATIONAL
PEACE RESEARCH INSTITUTE**

SIPRI Acceptable use

Responsibilities

SIPRI IT resources may not be used for any unlawful, unethical or otherwise prohibited purpose. You are responsible for exercising good judgment regarding the appropriate use of SIPRI resources in accordance with our policies, standards, and guidelines.

All users of the SIPRI network must follow our Internet provider SUNET's ethical rules. SUNET judges unethical behaviour to be when someone

- attempts to gain access to network resources that they do not have the right to
- attempts to conceal their user identity
- attempts to interfere or disrupt the intended usage of the network
- clearly wastes available resources (personnel, hardware or software)
- attempts to disrupt or destroy computer-based information
- infringes on the privacy of others
- attempts to insult or offend others.

For security, compliance, and maintenance purposes, authorized personnel may monitor and audit equipment, systems, and network traffic. Devices that interfere with the network itself or with other devices or users on the SIPRI network may be disconnected. Any person found violating or suspected of violating usage rules may be blocked from access. Admin accounts on computers are not to be deleted.

Professional use

The computer is first and foremost a working tool. It is the responsibility of the user to take proper care of it at all times and make sure that it is used in a professional and secure manner. The computer should not be shared with or used by others than yourself. Laptops left at SIPRI overnight must be properly secured or placed in a locked drawer or cabinet.

The phone is a work phone only - use your private phone for private matters. You are expected to have the phone with you when working in the SIPRI office or from home. You do however not have to be available 24/7 – only when you are actually working. Always protect your phone with a PIN; password and/or pattern!

Any problems with the equipment should be reported to IT asap.

You may download and use free, legal software and apps which are needed/useful for your line of work. Use common sense, and if you are not sure if the software is ok – ask!

Private phones, tablets and laptops should be used for work purpose only with great caution and only when necessary. Any equipment that is connected to SIPRI's computer network must have relevant protection such as anti-virus, anti-spyware and firewall. Avoid storing work documentation on private devices. SIPRI software licenses should as a rule not be installed on private devices.