

To the  
staff and students  
of Goethe University

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**Re: IT Security Regulations at Goethe University**

Dear Sir, dear Madam, dear Colleagues, dear Students

The constantly growing use of IT at Goethe University brings with it our increased dependency on this IT functioning correctly and pressure to prevent damage.

The IT Security Guidelines of Goethe University enter into force on 01.07.2017. They were developed by our University's Security Management Team on the basis of the recommendations and suggestions of the Federal Office for Information Security and are anchored in the University's IT Security Regulations. The associated service agreement was adopted on 24.02.2017.

The IT Security Guidelines are binding for all members, affiliates and institutions of Goethe University Frankfurt as per the Higher Education Act. They additionally apply for all external users of the University's IT infrastructure as well as for all IT systems operated within the University's network.

The obligations arising from these IT Security Guidelines for the University's institutions are as follows:

- a) By 30.06.2017 (before the IT Security Guidelines enter into force), all institutions of Goethe University are obliged to designate IT Security Officers, who are responsible for coordinating and implementing the IT Security Guidelines. These IT Security Officers will be given ongoing support and advice. A broad training and information programme will also be rolled out during the introduction of the guidelines. This will include online training so that interested parties can become familiar with the requirements by themselves.
- b) By 30.09.2017 (after the IT Security Guidelines have entered into force), all current IT procedures at Goethe University must be reported to the Security Management Team (SMT) via a central online registration platform. The intention is to adjust all these procedures to the respective security standards in a subsequent time period of two years.

15 June 2017

**The Vice-President  
Prof. Dr. Enrico Schleiff**

Ref.: 8.30.55

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The following important instructions for handling IT apply for all users:

- Please keep your anti-virus programme up to date.
- Please check regularly whether your software complies with the latest security level and install any available security updates as quickly as possible.
- Only source software and programmes from trustworthy providers.
- Remember to save your data: You should please store important data on the home drive only or on the group (or network) drives (if such are available). Otherwise it is recommended that you save your data at regular intervals on at least one external memory (two storage media are recommended) which is not permanently connected to the PC.
- Please never use the same password for accounts on different systems.
- Be careful with your passwords. They should not be guessable and on no account ever revealed to third parties.
- If you have inadvertently replied to a phishing email and/or your computer etc. is infected with malware, please report this immediately to the IT Support Officer/IT Security Officer responsible.

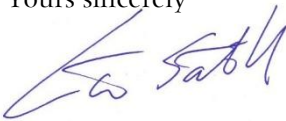
For all persons responsible for IT systems the following additionally applies:

- Please report immediately any successful attack on our IT systems to the Security Management Team and the Computer Centre: [smt@uni-frankfurt.de](mailto:smt@uni-frankfurt.de), [it-sicherheit@rz.uni-frankfurt.de](mailto:it-sicherheit@rz.uni-frankfurt.de)
- As soon as you become aware of a security loophole please close it without delay.
- Fit all programmes with the latest patches (and reboot the systems). The respective institutions must accept any downtime which this might cause. The security of the overall system takes precedence.

The IT Security Guidelines and the service agreement (in German) can be downloaded from the following link: <http://www.uni-frankfurt.de/65585653/DV-IT-Sicherheitsrichtlinie-mit-Anlage.pdf>.

Further information is available on the website of Goethe University's IT Security Management Team: <http://www.smt.uni-frankfurt.de>.

Yours sincerely



(Prof. Dr. Enrico Schleif)